



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 23203

Agency ID #: 62

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<b>DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES</b>  <b>DIVISION OF ALASKA LONGEVITY PROGRAMS</b>  <b>CENTRAL ADMINISTRATIVE OFFICE</b>	<b>KEY</b>			
	<b>A</b>	- After Audit	<b>Numerals</b>	- Years in Addition to current year
	<b>CFY</b>	- Current Fiscal Year	<b>TO</b>	- Term of Office
	<b>CY</b>	- Current Year	<b>M</b>	- After Microfilming
	<b>P</b>	- Permanent	<b>C</b>	- Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are confidential per 2 AAC 40.150(b). This records schedule supercedes #023202

Statutory/Regulatory Authority: AS 44.21, 2 AAC 41, AS 47.55, AS 47.45.010-160, 2 AAC 40.010-300.

The Division of Alaska Longevity Programs administers six Pioneers' Homes that provide residential, assisted livings, and nursing care for seniors 65 and over who have resided in the State for at least one year; and the Longevity Bonus Program which provides a monthly case payment of \$100 to \$250 to eligible seniors. The Central Office is located in Juneau.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director <i>John H. Vowel</i>	State Archivist		Date	Attorney General <i>[Signature]</i>	Date <i>5/4/03</i>
Signature of Division Director <i>[Signature]</i>	Date <i>4/28/03</i>	Records Analyst <i>D. Dawson</i>	Date <i>4/23/03</i>	Commissioner of Administration <i>[Signature]</i>	Date <i>01/21/03</i>

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS</b></p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Division of Alaska Longevity Programs staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives &amp; Records homepage.</p>
2	<p><b>Special Projects:</b></p> <p>This series consists of correspondence and information related to the administration of agency special projects such as pioneers' homes,</p>	C+3	-	**	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>
3	<p><b>Computer System Documentation File:</b></p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Divison's Internet site.</p>	C	-	-	C		<p>C=Until documentation is obsolete, superceded or administrative need is met.</p>