Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information Management Service (ASA/RIMS)
P.O. Box 110525, 141 Willoughby Avenue
Juneau, AK 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 193 Schedule No: 06-193.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

193 - PROGRAM INTEGRITY & ANALYSIS

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.
All records series on this schedule are confidential under AS 47.05.030. This schedule supersedes #65603.

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

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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

Division Director	Signature of Division Director	Date
Ron Kreher		1.30.14

Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
Alan Bley	4/18/14	FOR	4/7/14

State Archivist	Date	Records Analyst	Date
D. Dawson	4/10/14	Valerie Rose	4/10/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Food Stamp Program Reports (Original) This series consists of Eligibility Information System (EIS) generated reports. For a complete list of EIS reports refer to the Systems Operations records schedule.	H	CY+5		Certain reports are scanned and administered electronically after CY+5. Refer to the Systems Operation records schedule. Official Record Copy located on the EIS.
001.2 - Food Stamp Program Reports (Electronic) This series administered in the Eligibility Information System (EIS) once it is scanned for retention in an electronic format. For a complete list of EIS reports refer to the Systems Operation records schedule.	E	PO		Refer to the Systems Operation records schedule.
002.1 - Claims Unit Records: Non-Fraud Claims (Originals) The Claims Unit performs calculations from recipient's cases that have been overpaid and includes the following: paid in full files, terminated files and collection records. Arranged alphabetically by last name of client.	H	C + 6 Mos.		C = Until the non-fraud claim is either paid-in-full or terminated. Once the overpayment has been paid in full or terminated, the contents of the hard-copy file is scanned and after the images have been certified as true and correct the hard copies are destroyed. Official Record Copy located on the EIS.
002.2 - Claims Unit Records: Non-Fraud Claims (Electronic) The Claims Unit performs calculations from recipient's cases that have been overpaid and includes the following: paid in full files, terminated files and collection records. Arranged alphabetically by last name of client.	E	FFY+3		FFY = Federal fiscal year. Once paid in full or terminated, non-fraud claims are scanned and retained electronically in the EIS for FFY+3 based on the date of completed payment or termination, whichever is applicable.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key		Format Key	Bus. Ess = Business Essential
A = Until Audit	PO = Permanent (Retain in agency office)	H = Hardcopy	1. Are necessary for emergency response
C = Cut-off event/date	S = Until Scanned	E = Electronic	2. Are necessary to resume or continue operations
CY = Current Year	T = Transfer	D = Database	
CFY = Current Fiscal Year	TO = Term of Office	M = Microform	
PA = Permanent (Transfer to State Archives)			

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
003.1 - Claims Unit Records: Fraud & IPV Claims (Originals) The Claims Unit performs calculations from recipient's cases that have been overpaid and includes the following: paid in full files, terminated files and collection records. Arranged alphabetically by last name of client.	H	C+6 MOS.		C = Until overpayment is paid in full. Once the overpayment has been paid in full, the contents of the hard-copy file is scanned and after the images have been certified as true and correct the hard copies are destroyed. Official Record Copy is located on the EIS.
003.2 - Claims Unit Records: Fraud & IPV Claims (Electronic) The Claims Unit performs calculations from recipient's cases that have been overpaid and includes the following: paid in full files, terminated files and collection records. Arranged alphabetically by last name of client.	E	PO		
004.1 - Garnished PFD Files (Originals) This series documents individuals whose permanent fund dividends have been garnished. Includes name, dividend amount, and finance transmittals. Arranged alphabetically by last name.	H	C+6 MOS.		C = Until garnishment has ended. Once the garnishment has ended, the contents of the hard-copy file is scanned and after the images have been certified as true and correct the hard copies are destroyed. Records begin in 1998.
004.2 - Garnished PFD Files (Electronic) This series documents individuals whose permanent fund dividends have been garnished. Includes name, dividend amount, and finance transmittals. Arranged alphabetically by last name.	E	C+3		C = Until garnishment has ended. Records begin in 1998.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
005 - Food Stamp Treasury Offset Program Records Documents individuals that are overpaid food stamps and have federal wages or tax refunds garnished. Includes tax returns, correspondence, etc. Arranged alphabetically by last name.	E	C+3		C = Until collection has ended. Some data is input into the EIS. Records begin in 1997.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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