



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 197 Schedule No: 06-197.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF PUBLIC ASSISTANCE
 197 - OFFICE OF THE DIRECTOR & FIELD SERVICES

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.

Public assistance recipient benefits information is confidential under AS 47.05.030 and 7 AAC 37.010-130. This schedule supersedes #66301.

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				1/4/13
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date	
Alan Bley	6/14/13	 FOR	1/30/13	
State Archivist	Date	Records Analyst	Date	
D. Dawson	2/4/13	Valerie Rose	2/4/2013	

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Eligibility Case Files</p> <p>This series documents a client's application for assistance and may include the following: applications; correspondence; printouts of EIS case profiles, checks, invoices, social security cards; child support assignment rights; work registration forms; Report of Contact; Mandatory Monthly Report; Landlord Statement; PFD Report; Authorization for Release of Information; Request for Contact Persons & Organizations; Record of Native Dividends.</p> <p>Arranged alphabetically by name.</p>	H	C+5	Y	<p>C = Until case is settled.</p> <p>The Division of Public Assistance administers several public assistance programs including Alaska Temporary Assistance, Adult Public Assistance, Medicaid, Food Stamps, General Relief Assistance, Chronic & Acute Medical Assistance, Heating Assistance, and Child Care Assistance. The division has sixteen offices in thirteen communities statewide.</p> <p>EIS = Eligibility Information System.</p> <p>Refer also to the Systems Operations record retention and disposition schedule regarding EIS.</p>
<p>002 - Fair Hearing Case Copies</p> <p>Copies of case records leading to agency actions, which could include the following: applications; correspondence; printouts of EIS case profiles, checks, invoices, social security cards; child support assignment rights; work registration forms; Report of Contact; Mandatory Monthly Report; Landlord Statement; PFD Report; Authorization for Release of Information; Request for Contact Persons & Organizations; Record of Native Dividends.</p> <p>Arranged alphabetically by name.</p>	H & E	C+1		<p>C = Until case is settled.</p> <p>Official record copy is maintained by the Office of Hearing and Appeals (OHA) in the Department of Administration. Copies of material required after DPA's retention period has been met can be obtained through OHA.</p>

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.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003 - Interim Assistance (IA) Medical Review Decisions</p> <p>This fileset consists of individual client files containing the following documentation; IA Decision Justification, ROI's, client provider medical records, IA AD #2 application form signed by provider, provider letters, faxes, & printed e-mails, and in some cases the results of hearing decisions.</p> <p>Arranged chronologically and then alphabetically.</p>	H	C+5		<p>C = Until case is closed.</p> <p>Confidential under AS 40.25.120.</p> <p>Retention authority: 7 AAC 43.030 (e).</p>

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.

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