



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: 200 Schedule No: 06-200.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF PUBLIC ASSISTANCE
 200 - QUALITY ASSESSMENT PROGRAM

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 may contain confidential documents under AS 47.05.030. Documents may contain confidential personal information. This schedule supersedes #61704.

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	
	6/14/13		1/30/13	
State Archivist	Date	Records Analyst	Date	
	2/4/13	Valerie Rose	2/4/2013	

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Worksheet and Review Schedules (Food Stamps)</p> <p>This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits.</p> <p>Arranged by review number.</p>	E	FFY+3		<p>Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query), INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts) & PARIS (Public Assistance Reporting Information System).</p> <p>Evaluation criteria change approximately twice a year.</p>
<p>001.2 - Worksheet and Review Schedules (Medicaid Eligibility Reviews)</p> <p>This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits.</p> <p>Arranged by review number.</p>	E	FFY+5		<p>Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query), INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts, and PARIS (Public Assistance Reporting Information System).</p> <p>Evaluation criteria change approximately twice a year.</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) 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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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>001.3 - Alaska Temporary Assistance Program Evaluations</p> <p>This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits.</p> <p>Arranged by review number.</p>	E	C+2		<p>C = By month of sample, by federal fiscal year.</p> <p>Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query), INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts, and PARIS (Public Assistance Reporting Information System).</p> <p>Evaluation criteria change approximately twice a year.</p>
<p>002 - Sample Frames and Review Logs</p> <p>This series documents the random sampling technique for all food stamp reviews.</p>	E	FFY+3		

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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