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: 567 Schedule No: 06-567.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

567 - POLICY & PROGRAM DEVELOPMENT

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.
Unless otherwise noted all records series are nonconfidential. This schedule supersedes #66402.

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 Bly	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
001 - Federal Program Plans Includes plans required to be submitted to the USDA Food and Nutrition Service for approval, such as the Employment and Training (E&T) Plan, the Nutrition Education and Obesity Plan, and Outreach Plan. It also includes the State Temporary Assistance for Needy Families (TANF) Plan that is submitted to the DHHS Administration for Children and Families. These plans provide descriptions of the programs offered and are required to obtain funding for the programs. Arranged chronologically by federal fiscal year.	H & E	FFY+4		

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)			