



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 592      Schedule No: 06-592.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC ASSISTANCE  
 592 - FRAUD CONTROL UNIT

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 are confidential per AS 47.05.030 and 7 AAC 37.101-130. This schedule supersedes #66802.

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	
	6/13/13	FOR	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><b>001 - Post-Certification Investigation (PCI) Files</b></p> <p>This series consists of loss statement, copies of CAP (inquiry screen) and benefits prinouts, which indicate what programs clients participate in and how much they are collecting. May contain other pertinent printouts, home visit reports and information concerning contacts from clients and other key individuals.</p> <p>Files are arranged alphabetically by surname.</p>	H	C+6		<p>C = Until case is closed.</p> <p>Master files are located in District Offices.</p> <p>PCI Files are entered into the Fraud Case Management System database.</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.**

Retention Key	Format Key	Bus. Ess = Business Essential
<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>H = Hardcopy</p> <p>E = Electronic</p> <p>D = Database</p> <p>M = Microform</p>	<p>1. Are necessary for emergency response</p> <p>2. Are necessary to resume or continue operations</p>