



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 61003

Agency ID #: 194

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

HEATING ASSISTANCE PROGRAM

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fed. Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

All records series may contain information that is confidential under 7 AAC 37. This records schedule supercedes #61002. Some data from these records series are entered into the Eligibility Information System (EIS).

Statutory/Regulatory Authority: PL 97-35; Low Income Home Energy Assistance Program (LIHEAP) Act of 1981; 7 AAC 44 Heating Assistance Program.

The Heating Assistance Program (HAP) helps reduce the disproportionate burden of home heating costs on the poor and minimizes the economic impact of customer bad debt on Alaska home energy suppliers. The HAP is 100% federally funded through the LIHEAP Block Grant.

The program aids low-income households with their home heating expenses. Eligibility for heating assistance and benefit amounts are based on a point system which considers household size and income, fuel costs in the area and type of housing. Applicant households apply once a year to receive a single heating assistance grant.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Ellie Fitzjarrald	<i>D. Dawson for</i>		8/17/09	<i>Craig J. Tilley</i>	7/22/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Ellie Fitzjarrald</i>	4/13/09	<i>Christopher Hill</i>	8-22-08	<i>Kevin J. Burns</i>	8/13/09

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Heating Assistance Case Files:</p> <p>This series consists of applications; correspondence with applicant and utility; verification documentation, and wage data.</p> <p>Arranged alphabetically by name.</p>	CFY	3	-	CFY+3		CFY=Current Fiscal Year.
2	<p>Vendor Files:</p> <p>The Heating Assistance Program (HAP) prepays some vendors and pays others from invoices. This series includes prepaid vendor confirmations and copies of invoices.</p> <p>Arranged alphabetically by vendor.</p>	CFY	3	-	CFY+3		Office of Record for this series is the HAP. Administrative Services does not hold the record copy.
3	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Energy Assistance staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>