



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 61704

Agency ID #: 200

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

QUALITY ASSESSMENT 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 **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 confidential documents under AS 47.05.030. Documents may contain confidential personal information. This records schedule supercedes #61703. Some data from these records series are entered into the Eligibility Information System (EIS).

Statutory/Regulatory Authority: 7 CFR 275.10 Food Stamp Quality Control; 45 CFR 431.800 Medicaid Quality Control; 42 CFR 431 & 457.

The Quality Assessment program is a federally-mandated quality control auditing unit that samples and validates Medicaid and Food Stamp Program eligibility and benefit accuracy. It performs work quality audits of other state-funded public assistance programs, monitors certain required computer matching interface data, and conducts special project reviews to ensure program integrity.

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</i>		8/17/09	<i>Craig J. Tully</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 L. Hill</i>	8-21-08	<i>Ken Jensen</i>	8/13/09

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

61704

Page 2

Agency ID

200

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Worksheet and Review Schedules (Food Stamps):	2	1	-	3		Retain longer if there are any pending fiscal sanctions, unresolved audits or pending litigation. The Medicaid reviews are random within a specific targeted sample group. 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). Evaluation criteria change approximately twice a year.
	Worksheet and Review Schedules (Medicaid Eligibility Reviews):	2	3	-	5		
	Alaska Temporary Assistance Program Evaluations:	2	-	-	2		
	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. Arranged by review number.						
2	Sample Frames and Review Logs: This series documents the random sampling technique for all food stamp reviews.	3	-	-	3		Retain longer if there are any pending fiscal sanctions, unresolved audits or pending litigation.
3	GENERAL ADMINISTRATIVE RECORDS: Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Quality Assessment staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		Destroy duplicate copies of records when no longer needed for business purposes. 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.