



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 63205

Agency ID #: 205

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF PUBLIC ASSISTANCE</p> <p>FAMILY NUTRITION</p> <p>WOMEN INFANT CHILDREN (WIC) PROGRAM</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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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.

Unless otherwise indicated all records series are confidential under 7 CFR 246.25. This records schedule supercedes #63204. Certain information from the attached records series is input in the AKWIC computer system, an inhouse database.

Statutory Authority: AS 18.05.010-070 (Administration of Public Health & Related Laws); AS 44.29.02 (DH&SS) 7 AAC 78.010-320 (Grants).

The mission of the WIC program is to improve the quality of life for pregnant women, children, and families; and, to decrease health care costs by furthering nutrition education, promote access to nutritious foods, and improve access to nutrition services as an integral part of health care services.

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 Ellie Fitzjarrald	State Archivist <i>D. Dawson</i>	Date 8/17/09	Attorney General <i>Craig Tully</i>	Date 7/22/09	
Signature of Division Director/Designee <i>Ellie Fitzjarrald</i>	Date 4/13/09	Records Analyst <i>Christopher L. Heeb</i>	Date 10-10-08	Commissioner of Administration <i>Ken Jensen</i>	Date 8/13/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<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>WIC program 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>
2	<p>WIC Participant Files:</p> <p>This series includes applications, eligibility evaluations and copies of checks.</p> <p>Arranged alphabetically by name.</p>	FFY+ 3	-	-	FFY+ 3	X	<p>This series is usually maintained in the local agency (service provider), but may be maintained in the State WIC office.</p> <p>FFY=Federal Fiscal Year</p>
3	<p>"798" Reports:</p> <p>Monthly financial and participation report maintained on an Excel spreadsheet.</p> <p>Arranged chronologically.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

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4	<p>AKWIC Database:</p> <p>AKWIC allows for electronic storage and retrieval of data regarding WIC clients. Information is required for certification, generation of food package prescriptions, and approved WIC vendor food prices.</p> <p>WIC local agencies and vendor staff collect and input client data which includes contact information, financial records, confidential health information, vendor (contact, review, and food pricing information). Financial information includes reconciliation information from Key Bank system and the state financial database AKSAS to complete FNS 798 report.</p>	C+3	-	-	C+3	X	<p>C=Current year.</p> <p>Retention Authority: CFR 246.25 (a)(2)</p> <p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>See attached list for reports output by AKWIC.</p>