



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 65603

Agency ID #: 193

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<b>DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES</b>  <b>DIVISION OF PUBLIC ASSISTANCE</b>  <b>PROGRAM INTEGRITY &amp; ASSESSMENT</b>	<b>KEY</b>	
	<b>A</b> - After Audit	<b>Numerals</b> - Years in addition to current year
	<b>CFY</b> - Current Fiscal Year	<b>TO</b> - Term of Office
	<b>CY</b> - Current Year	<b>S/M</b> - After Scanning/ Microfilming
	<b>P</b> - Permanent	
	<b>C</b> - Current or as defined	

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 noted all records series are nonconfidential. This records schedule supercedes #065602. Some data from these records series are entered into the Eligibility Information System (EIS).

Statutory/Regulatory Authority: AS 43.23.075; AS 47.05.010-080; AS 47.07.010-900; AS 47.25.001-990; AS 47.32.010-900; AS 47.45.300-390; Food Stamp Act of 1977, as amended (7 USC 2011 - 2029); 7 AAC 44; 7 AAC 46.010 - 990; 7 CFR 273.

The purpose of the Division of Public Assistance programs is to provide cash, food, and housing to low income Alaskans who do not have enough resources to provide for their own basic needs and to promote the economic self sufficiency of public assistance recipients.

Programs include: Alaska Temporary Assistance, Adult Public Assistance, Medicaid, Food Stamps, General Relief Assistance, Chronic & Acute Medical Assistance, Heating Assistance, Child Care Assistance, Family Nutrition, Denali Kidcare, and Senior Benefits.

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. Talley</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>	8-19-08	<i>Kim J. Jones</i>	8/12/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Policy &amp; Program Development 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><b>Food Stamp Program Reports (Original):</b></p> <p>(Electronic):</p> <p>This series consists of Eligibility Information System (EIS) generated reports. For a complete list of EIS reports refer to Records Schedule #66502.</p>	6	-	-	6		<p>Certain reports are scanned and administered electronically after six years.</p> <p>Refer to 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Refer also to Records Schedule #66502, Item 1.</p>
3	<p><b>Claims Unit Records (Paper):</b></p> <p>The Claims Unit performs calculations from recipient's cases that have been overpaid and includes the following: paid in full files, terminated files and collection records.</p> <p>Arranged alphabetically by last name of client.</p>	6 Mos.	-	-	6 Mos.		<p>Record Copy located on the EIS.</p> <p>Confidential under AS 39.25.080.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Garnisheed PFD Files:</b></p> <p>This series documents individuals whose permanent fund dividends have been garnisheed. Includes name, dividend amount, and finance transmittals.</p> <p>Arranged alphabetically by last name.</p>	C	-	-	C		<p>C=Until records are no longer needed for business purposes.</p> <p>Records begin 1998.</p> <p>Confidential under AS 39.25.080.</p>
5	<p><b>Food Stamp Treasury Offset Program Records:</b></p> <p>Documents individuals that are overpaid food stamps and have federal wages or tax refunds garnisheed. Includes tax returns, correspondence, etc.</p> <p>Arranged alphabetically by last name.</p>	C	-	-	C		<p>C=Until records are no longer needed for business purposes.</p> <p>Some data is input into the EIS.</p> <p>Records begin 1997.</p> <p>Confidential under AS 39.25.080.</p>