



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: 66301

Agency ID #: 197

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<p>DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES</p> <p>DIVISION OF PUBLIC ASSISTANCE</p> <p>OFFICE OF THE DIRECTOR &amp; FIELD SERVICES</p>	<p style="text-align: center;"><b>KEY</b></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.

Public assistance recipient benefits information is confidential under AS 47.05.030 and 7 AAC 37.010-130. This records schedule supercedes #66300. Some data from these records series are entered into the Eligibility Information System (EIS).  
 Statutory Authority: AS 47; 7 AAC 37 - 54.

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 <b>Ellie Fitzjarrald</b>	State Archivist <i>D. Dawson for</i>	Date <b>8/17/09</b>	Attorney General <i>Craig J. Talley</i>	Date <b>7/22/09</b>	
Signature of Division Director/Designee <i>Ellie Fitzjarrald</i> 4/13/09	Date	Records Analyst <i>Christine L. Hill</i>	Date <b>8-19-08</b>	Commissioner of Administration <i>W. J. ...</i>	Date <b>8/13/09</b>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 66301**

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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>The Division of Public Assistance, Office of the Director 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>ELIGIBILITY CASE FILES:</b></p> <p>This series documents a client's application for assistance and may include the following: applications; correspondence; printouts of EIS case profiles, checks, invoices, social security cards; child support assignment rights; work registration forms; Report of Contact; Mandatory Monthly Report; Landlord Statement; PFD Report; Authorization for Release of Information; Request for Contact Persons &amp; Organizations; Record of Native Dividends.</p> <p>Arranged alphabetically by name.</p>	C+1	4	-	C+5	X	<p>C=Until case is settled.</p> <p>The Division of Public Assistance administers several public assistance programs including Alaska Temporary Assistance, Adult Public Assistance, Medicaid, Food Stamps, General Relief Assistance, Chronic &amp; Acute Medical Assistance, Heating Assistance, and Child Care Assistance. The Division has sixteen offices in thirteen communities statewide.</p> <p>EIS: Eligibility Information System Refer also to Retention Schedule #66502, Item 1, regarding EIS.</p>
3	<p><b>Hearing Files &amp; Tapes:</b></p> <p>Under the provisions of 7 AAC 49 applicants declared ineligible for benefits may appeal to the Division for remedy. This series documents the hearings and consists of testimony and evidence. A hearing officer conducts the hearings and recommends a decision to a hearing authority whose decision may be appealed to the Director, who reviews the hearing record, hearing officer's recommendation and hearing authority's decision. The Director's decision constitutes the final administrative action; although, the client has a right to judicial review. Normally, no transcripts are prepared.</p>	C+5	-	-	C+5		<p>C=Until case is settled.</p> <p>Arranged alphabetically by name.</p>