



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: 66402

Agency ID #: 567

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

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.

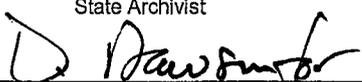
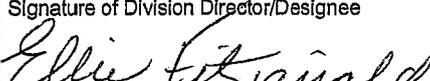
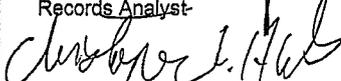
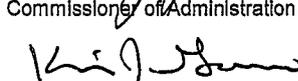
Unless otherwise noted all records series are nonconfidential. This record schedule supercedes #66401. Some data from these records series are entered into the Eligibility Information System (EIS). Statutory Authority: AS 47.27.005; 7 AAC 45.

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.

Divison Director Ellie Fizjarrald	State Archivist 	Date 8/17/09	Attorney General 	Date 7/22/09	
Signature of Division Director/Designee 	Date 4/13/09	Records Analyst- 	Date 9-22-08	Commissioner of Administration 	Date 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>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>Policy & 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>Federal Program Plans:</p> <p>Includes plans required to be submitted to the USDA Food and Nutrition Service for approval, such as the Employment and Training (E&T) Plan, the Nutrition Education Plan, and Outreach Plan. It also includes the State Temporary Assistance for Needy Families (TANF) Plan that is submitted to the DHHS Administration for Children and Families. These plans provide descriptions of the programs offered and are required to obtain funding for the programs.</p> <p>Arranged chronologically by federal fiscal year.</p>	5	-	-	5		
3	<p>Interim Assistance Medical Review Decisions:</p> <p>This fileset consists of individual client files containing the following documentation; IA Decision Justification, ROI's, client provider medical records, IA AD #2 application form signed by provider, provider letters, faxes, & printed e-mails, and in some cases the results of hearing decisions.</p> <p>Arranged chronologically and then alphabetically.</p>	C+1	4	-	C+5		<p>C=Until case is closed.</p> <p>Confidential under AS 40.25.120.</p> <p>IA=Interim Assistance.</p> <p>Retention Authority: 7 AAC 43.030 (e).</p>