



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

Schedule Number: 66802

Agency ID #: 592

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

FRAUD CONTROL UNIT

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - 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.

Public assistance recipient benefits are confidential per AS 47.05.030 and 7 AAC 37.101 - .130. This records schedule supercedes #66801.

Statutory Authority: AS 47.

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. The purpose of the Fraud Control Unit is to verify the legitimacy of program applicants. Fraud Control staff are located in Anchorage, Fairbanks, Kenai and Wasilla.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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>[Signature]</i>	Date 12-04-06	Attorney General <i>[Signature]</i>	Date 11/24/06
Signature of Division Director <i>[Signature]</i>	Date 11/6/06	Records Analyst <i>[Signature]</i>	Commissioner of Administration <i>[Signature]</i>	Date 12/13/06

DIVISION OF FINANCE

NOV 30 2006

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Post-Certification Investigation (PCI) Files:</p> <p>This series consists of loss statement, copies of CAP (inquiry screen) and benefits printouts, which indicate what programs client participates in and how much they are collecting. May contain other pertinent printouts, home visit reports and information concerning contacts from clients and other key individuals.</p> <p>Files are arranged alphabetically by surname.</p>	C+2	4	-	C+6		<p>C=Until case is closed.</p> <p>Annual accrual rate is approximately 13 - 15 cubic feet.</p> <p>Master files are located in District Offices.</p> <p>PCI Files are entered into the Fraud Case Management Database.</p>
2	<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>Fraud Control staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>