



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 241      Schedule No: 07-241.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 EMPLOYMENT SECURITY DIVISION  
 241 - UNEMPLOYMENT INSURANCE (UI) SUPPORT SECTION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

All records series are confidential per AS 23.20.110. This schedule supersedes #70908.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
	*	8/4/99
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	8/24/99	*
State Archivist	Date	Records Analyst
*	9/7/99	*
		Date
		7/26/99

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - UI Claimant Files (Originals)</b>                      This series consists of the initial claim packet and anything needed to establish or re-establish a claim. Includes new and additional application eligibility determinations, correspondence, claimant profile data.</p> <p>Arranged by SSN.</p>	H	M		<p>M = Until microfilmed.</p> <p>Original records may be disposed after the film is certified "true and correct".</p>
<p><b>001.2 - UI Claimant Files (Master Microfilm)</b>                      This series consists of the initial claim packet and anything needed to establish or re-establish a claim. Includes new and additional application eligibility determinations, correspondence, claimant profile data.</p> <p>Arranged by SSN.</p>	M	5		
<p><b>001.3 - UI Claimant Files (Work Copy Microfilm)</b>                      This series consists of the initial claim packet and anything needed to establish or re-establish a claim. Includes new and additional application eligibility determinations, correspondence, claimant profile data.</p> <p>Arranged by SSN.</p>	M	5		
<p><b>002.1 - Continued Claims Files (Originals)</b>                      This series consists of specific weeks claimed certification forms that the client submits in order to receive money. Also includes weeks claimed certifications using Integrated Voice Response System (IVR).</p> <p>Arranged by SSN.</p>	H	M		<p>M = Until microfilmed or entered into the database by the UI claimant.</p>
<p><b>002.2 - Continued Claims Files (Master Microfilm)</b>                      This series consists of specific weeks claimed certification forms that the client submits in order to receive money. Also includes weeks claimed certifications using Integrated Voice Response System (IVR).</p> <p>Arranged by SSN.</p>	M	5		

**You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.**

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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<b>002.3 - Continued Claims Files (Work Copy Microfilm, Database &amp; Tape)</b> This series consists of specific weeks claimed certification forms that the client submits in order to receive money. Also includes weeks claimed certifications using Integrated Voice Response System (IVR).  Arranged by SSN.	D, M & E	5		
<b>003.1 - Redeemed UI Checks (Originals)</b> This series consists of the redeemed checks received from the state contractor (currently Key Bank).  Arranged by check number.	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".
<b>003.2 - Redeemed UI Checks (Master Microfilm &amp; CD-ROMs)</b> This series consists of the redeemed checks received from the state contractor (currently Key Bank).  Arranged by check number.	M & E	5		The CDs contain digital images of UI Benefit Warrants and are produced by Key Bank and provided to the UI Support Unit by the Department of Revenue, Treasury Division. Only one copy of each CD is available.
<b>003.3 - Redeemed UI Checks (Work Copy Microfilm)</b> This series consists of the redeemed checks received from the state contractor (currently Key Bank).  Arranged by check number.	M	5		
<b>004.1 - Combined Wage Claim Files (Originals)</b> This series consists of Determination of Combined Wage Claim and Request to Transfer Wages.	H	C		C = After entered into database.
<b>004.2 - Combined Wage Claim Files (Electronic Copy)</b> This series consists of Determination of Combined Wage Claim and Request to Transfer Wages.	D	4		

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<p><b>005.1 - Combined Wage Claim Files (Individual Files for Each State) (Originals)</b>                      This series consists of a detailed listing of incoming/outgoing bills and correspondence. Billings for other states are received quarterly.                       Arranged alphabetically by state.</p>	H	5		Maintained on a quarterly basis.  The original paper was phased out 3/31/99.
<p><b>005.2 - Combined Wage Claim Files (Individual Files for Each State) (Electronic)</b>                      This series consists of a detailed listing of incoming/outgoing bills and correspondence. Billings for other states are received quarterly.                       Arranged alphabetically by state.</p>	E	5		Maintained on a quarterly basis.
<p><b>006.1 - Child Support Enforcement Orders (Originals)</b>                      This series consists of court orders to withhold and deliver property and orders to modify or terminate withholding of UI benefits.                       Arranged by office location and SSN.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".  The orders are received from the Child Support Enforcement Division (CSED) in Anchorage. UI attaches applicable wages and transmits the money to CSED.
<p><b>006.2 - Child Support Enforcement Orders (Master Microfilm)</b>                      This series consists of court orders to withhold and deliver property and orders to modify or terminate withholding of UI benefits.                       Arranged by office location and SSN.</p>	M	5		
<p><b>006.3 - Child Support Enforcement Orders (Work Copy Microfilm)</b>                      This series consists of court orders to withhold and deliver property and orders to modify or terminate withholding of UI benefits.                       Arranged by office location and SSN.</p>	M	5		

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<p><b>007 - Reimbursable Unemployment Compensation</b>                      This series consists of a detailed quarterly report of those receiving UI benefits. Includes the following types: "Reimbursable Employers"; "Federal Civilian Employees (UCFE)"; "X-Military (UCX)".</p> <p>Arranged chronologically by quarter.</p>		5		Correspondence serving as backup to this series is destroyed after three years and is not transferred to the records center.
<p><b>008.1 - UI Support Reports (Work Copies)</b>                      Reports (work copies) include: Daily Distribution of Charges [BBCHRGMP]; Wages Added by Local Office [BBLOWAGP]; Check Status Change Report [BBCANCKP]; UI Disbursement Register [BBCKREGP]; Withhold Deductions [BBWITHDP]; Unreconciled Disbursement Report [BBRPTREXO]; Deceased Claimants and Wage SSN Matches [BES21200P].</p>		C		C = 90 days or until administrative need is met.  Records related to electronic fund transfer include sent and returned files, system audit logs, confirmations and messages.
<p><b>008.2 - UI Support Reports (Electronic Copy)</b>                      Reports (work copies) include: Daily Distribution of Charges [BBCHRGMP]; Wages Added by Local Office [BBLOWAGP]; Check Status Change Report [BBCANCKP]; UI Disbursement Register [BBCKREGP]; Withhold Deductions [BBWITHDP]; Unreconciled Disbursement Report [BBRPTREXO]; Deceased Claimants and Wage SSN Matches [BES21200P].</p>	E	5		Records related to electronic fund transfer include sent and returned files, system audit logs, confirmations and messages.
<p><b>009.1 - Forged Unemployment Compensation Check Files (Originals)</b>                      This series consists of affidavits from the client certifying forgery, Notice of Denial, investigative reports and correspondence to/from client.</p> <p>Arranged by SSN.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".
<p><b>009.2 - Forged Unemployment Compensation Check Files (Master Microfilm)</b>                      This series consists of affidavits from the client certifying forgery, Notice of Denial, investigative reports and correspondence to/from client.</p> <p>Arranged by SSN.</p>	M	5		

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<p><b>010.1 - Lost, Stolen or Destroyed Unemployment Compensation Check Files (Originals)</b>                      This series consists of Notices of Lost, Stolen or Destroyed checks, Notice of Denial, investigative reports and correspondence to/from client.                       Arranged by SSN.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".
<p><b>010.2 - Lost, Stolen or Destroyed Unemployment Compensation Check Files (Master)</b>                      This series consists of Notices of Lost, Stolen or Destroyed checks, Notice of Denial, investigative reports and correspondence to/from client.                       Arranged by SSN.</p>	M	5		
<p><b>010.3 - Lost, Stolen or Destroyed Unemployment Compensation Check Files (Work)</b>                      This series consists of Notices of Lost, Stolen or Destroyed checks, Notice of Denial, investigative reports and correspondence to/from client.                       Arranged by SSN.</p>	M	5		
<p><b>011.1 - Beneficiary Unemployment Compensation Check Files (Originals)</b>                      This series consists of copies of death certificate, investigative reports and correspondence to/from client beneficiary. ESD issues check to the beneficiary of deceased client.                       Arranged by SSN.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".

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<p><b>012.1 - Louisiana Claims Control Center (LCCC) Files (Originals)</b>                      The LCCC is located in Baton Rouge, Louisiana and is the central clearinghouse for wage validations of federal civilian and ex-military UI claims. Wages are assigned to the state that uses them through the LCCC and are cross-matched to prevent duplication.</p> <p>Arranged by SSN.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the film is certified "true and correct".
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<p><b>013 - ES-936 Report</b>                      This is a federally required semi-annual report of wage reporting procedures by UCFE. It validates reporting and record keeping by sampling forms submitted within the preceding six-month period.</p> <p>Arranged chronologically and by SSN.</p>		1		<p>UCFE = Unemployment Compensation for Federal Civilian Employers.</p> <p>Office of Record is the federal region X office, located in Seattle. Copies are located in item #001, UI Claimant Files.</p>
<p><b>014 - Confidential Records Requests</b>                      This series consists of requests for confidential UI records, Internal Revenue Service summons, subpoenas and court orders.</p> <p>Arranged chronologically and by SSN.</p>		1		
<p><b>015.1 - TRA/TAA (Originals)</b>                      TRA is for individuals losing employment earnings due to a company closure. TAA pays dislocated workers to be retrained. Warrants are generated by the AKSAS.</p> <p>Arranged by SSN.</p>	H	M		<p>M = Until microfilmed.</p> <p>Original records may be disposed after the film is certified "true and correct".</p> <p>TRA = Trade Readjustment Allowance.</p> <p>TAA = Trade Adjustment Assistance.</p>
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