



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

RECORDS RETENTION SCHEDULE

Schedule Number: 70908

Agency ID #: 241

Page 1 of 6

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

EMPLOYMENT SECURITY DIVISION  
 UNEMPLOYMENT INSURANCE (UI)  
 SUPPORT SECTION

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 of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

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

All records series are confidential per AS 23.20.110.

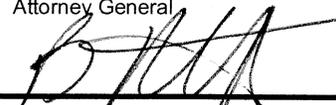
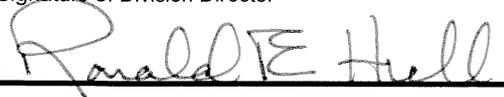
Statutory Authority: The Alaska Employment Security Act, AS 23.20.

The mission of the Division is to promote employment and economic stability by responding to the needs of employers and job seekers.

UI Support maintains its original paper Claim and Check files by the last four digits of Social Security Number (SSN) until the case is closed, at which point they are microfilmed. The microfilmed files are barcoded and accessible via a Kodak Automated Retrieval System, by the entire SSN. Original records are disposed after the film is certified "true and correct".

This records schedule supercedes #070907.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

|  |   |                              |                 |   |                 |
|--|---|------------------------------|-----------------|---|-----------------|
| Division Director<br><b>Rebecca Gamez</b>  | State Archivist<br> |                              | Date<br>9/7/99  | Attorney General<br>               | Date<br>8/24/99 |
| Signature of Division Director<br> | Date<br>8/4/99  | Records Analyst<br>D. Dawson | Date<br>7/26/99 | Commissioner of Administration<br> | Date<br>9/1/99  |

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**70908**

**Page 2**

**Agency ID**

**241**

**Retention**

**Disposition**

| Item No. | Records Series Title and Description  | Office | Records Center | State Archives | Destroy | Vital Record | Remarks   |
|----------|---|--------|----------------|----------------|---------|--------------|---|
| 1        | <p><b>UI Claimant Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>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>                    | C      | -              | -              | M       |              | <p>C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."</p>  |
| 2        | <p><b>Continued Claims Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm, Database &amp; Tape):</p> <p>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> | C      | -              | -              | M       |              | <p>C=Until microfilmed or<br/>C=After entered into the database by the UI Claimant.</p> <p>Original records may be disposed after the film is certified "true and correct."</p>   |
| 3        | <p><b>Redeemed UI Checks (Original Paper):</b></p> <p>(Master Microfilm &amp; CD-ROM's):</p> <p>(Workcopy Microfilm):</p> <p>This series consists of the redeemed checks received from the State contractor (currently Key Bank).</p> <p>Arranged by check number.</p>  | C      | -              | -              | M       |              | <p>C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."</p> <p>The CD's 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.</p> |

|  |                        |       |             |   |
|--|------------------------|-------|-------------|---|
| <b>RECORDS RETENTION SCHEDULE CONTINUATION</b> | <b>SCHEDULE NUMBER</b> | 70908 | <b>Page</b> | 3 |
|  | <b>Agency ID</b>       | 241   |             |   |

| Item No. | Records Series Title and Description  | Retention |                | Disposition    |         |              | Remarks   |
|----------|---|-----------|----------------|----------------|---------|--------------|---|
|          |   | Office    | Records Center | State Archives | Destroy | Vital Record |   |
| 4        | <b>Combined Wage Claim Files (Original Paper):</b>  | C         | -              | -              | C       |              | C=After entered into database.  |
|          | Combined Wage Claim Files (Electronic):<br><br>This series consists of Determination of Combined Wage Claim and Request to Transfer Wages.  | 4         | -              | -              | 4       |              |   |
| 5        | <b>Combined Wage Claim Files (Electronic) (Individual Files For Each State):</b>  | 5         | -              | -              | 5       |              | Maintained on a quarterly basis.<br><br>The original paper was phased out 3/31/99.  |
|          | (Original Paper):<br><br>This series consists of a detailed listing of incoming/outgoing bills and correspondence. Billings for other states are received quarterly.<br><br>Arranged alphabetically by state. | 3         | 2              | -              | 5       |              |   |
| 6        | <b>Child Support Enforcement Orders (Original Paper):</b>   | C         | -              | -              | M       |              | C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."<br><br>The orders are received from the Child Support Enforcement Division (CSED) in Anchorage. UI attaches applicable wages and transmits the money to CSED. |
|          | (Master Microfilm):   | -         | 5              | -              | 5       |              |   |
|          | (Workcopy Microfilm):<br><br>This series consists of court orders to withhold and deliver property and orders to modify or terminate withholding of UI benefits.<br><br>Arranged by office location and SSN.  | 5         | -              | -              | 5       |              |   |

|  |                              |               |
|--|------------------------------|---------------|
| <b>RECORDS RETENTION SCHEDULE CONTINUATION</b> | <b>SCHEDULE NUMBER</b> 70908 | <b>Page</b> 4 |
|  | <b>Agency ID</b> 241         |               |

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|----------|--|-----------|----------------|----------------|---------|--------------|--|
|          |  | Office    | Records Center | State Archives | Destroy | Vital Record |  |
| 7        | <p><b>Reimbursable Unemployment Compensation:</b></p> <p>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>  | 3         | 2              |                | 5       |              | Correspondence serving as backup to this series is destroyed after three years and is not transferred to the Records Center. |
| 8        | <p><b>UI Support Reports (Work Copies):</b></p> <p>UI Support Reports (CD-ROM):</p> <p>Reports (Work Copies) include: Daily Distribution of Charges [BBCHRGMP]; Wages Added by Local Office [BBLOWAGP]; Check Status Change Report [BBCANCKP]; UI Disbursement Register [BCKREGP]; Withhold Deductions [BBWITHDP]; Unreconciled Disbursement Report [BBUNRECP]; Reconciled Disbursement Report [BBRPTREXO]; Deceased Claimants and Wage SSN Matches [BES21200P].</p> | C         | -              | -              | C       |              | C=90 days or until administrative need is met.   |
|          |  | 5         | -              | -              | 5       |              | Records related to electronic fund transfer include sent and returned files, system audit logs, confirmations and messages.  |
|          |  |           |                |                |         |              | Record copy is maintained by the Administrative Services Division.   |
| 9        | <p><b>Forged Unemployment Compensation Check Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>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>  | C         | -              | -              | M       |              | C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."                        |
|          |  | -         | 5              | -              | 5       |              |  |
|          |  | 5         | -              | -              | 5       |              |  |

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|----------|---|-----------|----------------|----------------|---------|--------------|---|
|          |   | Office    | Records Center | State Archives | Destroy | Vital Record |   |
| 10       | <p><b>Lost, Stolen or Destroyed Unemployment Compensation Check Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>This series consists of Notices of Lost, Stolen or Destroyed checks, Notice of Denial, investigative reports and correspondence to/from client.</p> <p>Arranged by SSN.</p>  | C         | -              | -              | M       |              | C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." |
|          |   | -         | 5              | -              | 5       |              |   |
|          |   | 5         | -              | -              | 5       |              |   |
| 11       | <p><b>Beneficiary Unemployment Compensation Check Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>This series consists of copies of death certificate, investigative reports and correspondence to/from client beneficiary. The ESD issues check to the beneficiary of deceased client.</p> <p>Arranged by SSN.</p>  | C         | 5              | -              | M       |              | C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." |
|          |   | -         | 5              | -              | 5       |              |   |
|          |   | 5         | -              | -              | 5       |              |   |
| 12       | <p><b>Louisiana Claims Control Center (LCCC) Files (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>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. Arranged by SSN.</p> | C         | 5              | -              | M       |              | C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." |
|          |   | -         | 5              | -              | 5       |              |   |
|          |   | 5         | -              | -              | 5       |              |   |

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**70908**

**Page 6**

**Agency ID**

**241**

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|----------|--|-----------|----------------|----------------|---------|--------------|---|
|          |  | Office    | Records Center | State Archives | Destroy | Vital Record |   |
| 13       | <p><b>ES-936 Report:</b></p> <p>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         |                |                | 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 1, UI Claimant Files.</p> |
| 14       | <p><b>Confidential Records Requests:</b></p> <p>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         |                |                | 1       |              |   |
| 15       | <p><b>TRA/TAA (Original Paper):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>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> | C         | -              | -              | M       |              | <p>C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."</p> <p>TRA: Trade Readjustment Allowance. TAA: Trade Adjustment Assistance.</p>            |