



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 71004

Agency ID #: 240

Page 1 of 2

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF EMPLOYMENT SECURITY

DIRECTOR'S OFFICE

KEY

- 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/ 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 Retention Schedule, 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 records schedule supercedes #71003.

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

The Employment Security Division promotes employment, economic stability, and growth by operating a no-fee labor exchange that meets the needs of employers, job seekers, and veterans. The Division promotes employment and economic stability by responding to the needs of employers and job seekers.

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 Thomas W. Nelson	State Archivist <i>Glenn Cook</i>	Date 2/17/09	Attorney General <i>Craig Tallery</i>	Date 12/31/08
Signature of Division Director/Designee <i>Thomas W. Nelson</i>	Date 12/23/08	Records Analyst <i>Christophe Williams</i>	Date 12-23-08	Commissioner of Administration <i>Ken Johnson</i>
				Date 11/21/09

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 71004

71004

Page 2

Agency ID

240

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Unemployment Insurance Account Records:</p> <p>This series includes a summary of the daily listing of reconciled checks, monthly listing of unreconciled checks, check status reports, check and deposit registers, check register summaries, revenue and expense reports, transfer documents, journal voucher and audit trails.</p> <p>Recording of accounting transactions in State Accounting System (AKSAS).</p>	2	3	-	5		<p>Refer to the General Administrative Records Schedule, Item 31 (Redeemed Warrants).</p> <p>Records may be disclosed to certain other federally funded/administered and/or State-administered programs under 42 USC 1320b-7 or 20 CFR Part 603.</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>Director's Office 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>