



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: 71306

Agency ID #: 237

Page 1 of 3

<p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>EMPLOYMENT SECURITY DIVISION</p> <p>APPEALS TRIBUNAL</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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DIVISION OF FINANCE
 NOV 04 2004

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Quarterly** 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 indicated all records series are nonconfidential. This records schedule supercedes #71305 and includes records from the Juneau and Anchorage offices.

Statutory Authority: AS 23.20.410 - 470.

The mission of the Appeals Tribunal is to hear and decide unemployment insurance (UI) appeals from determinations of the Employment Security Division regarding UI Benefit and Employment Security Tax. The section handles approximately 2700 cases per year.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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	State Archivist	Date	Attorney General	Date
Thomas Nelson	<i>[Signature]</i>	11-10-04	<i>[Signature]</i>	10/27/04
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	D. Dawson	10/5/04	<i>[Signature]</i>	11/9/04

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 71306

Page 2

Agency ID 237

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Appeal Tribunal Case Files (Originals):</p> <p>(Electronic):</p> <p>This series consists of unemployment insurance benefit and tax appeal case files, including Appeal Tribunal and Commissioner appeals. Includes all hearing tapes for these cases.</p> <p>Arranged by docket number.</p>	<p>S+60 Days</p> <p>C+3</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>S+60 Days</p> <p>C+3</p>	<p>X</p>	<p>S=After documents are scanned/verfied and 60 days have passed, originals may be disposed.</p> <p>C=Until decision is rendered.</p>
2	<p>Court Appeal Case Files (Originals):</p> <p>(Electronic):</p> <p>This series consists of unemployment insurance benefit and tax appeal case files, including hearing tapes, of those cases which have been appealed to the Superior or Supreme Courts.</p> <p>Arranged by date of court decision.</p>	<p>S+60 Days</p> <p>C+3</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>S+60 Day</p> <p>C+3</p>	<p>X</p>	<p>S=After documents are scanned/verfied and appeal is final, plus 60 days, originals may be disposed.</p> <p>C=Until decision is rendered.</p>
3	<p>Appeal Tribunal & Commissioner Benefit & Tax Decisions (Originals):</p> <p>(Electronic):</p> <p>(Work Copy Microfilm):</p> <p>Includes decisions resulting from Appeal Tribunal administrative hearings per AS 23.20.340. These decisions may be further appealed to State Superior and Supreme Courts.</p> <p>Arranged by docket number.</p>	<p>S</p> <p>C</p> <p>C</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>P</p> <p>-</p>	<p>S</p> <p>-</p> <p>C</p>	<p>X</p>	<p>S=After documents are scanned/verfied originals may be disposed.</p> <p>C=Until administrative/management need is met. Decisions (MS Word format) are administered electronically and uploaded to the Program's website. There is an index using the last four digits of the docket number, plus an abbreviation for the Employment Service office which issued the notice of determination. Original Decisions are placed in Case Files, Items 1 and 2. Pre-1992 Commissioner decisions and pre-1994 Appeal Tribunal decisions are on microfilm.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

71306

Page 3

Agency ID

237

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Docket Registers:</p> <p>This series consists of a log of cases appealed to the Appeal Tribunal. Includes only those cases not logged electronically, such as Tax; Disaster Unemployment Insurance Assistance (DUA); Trade Readjustment Allowance (TRA, for individuals losing employment earnings due to an import activity, such as a Japanese company purchasing an Alaskan logging firm); Combined Wage Claims (CWC, for individuals claiming benefits from more than one state) and other special programs.</p>	3	-	-	3		Arranged by docket number.
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, reading files, policies and procedures, annual reports, legal opinions, agency history files, minutes and meeting files, budget, accounting/fiscal files, grant files, procurement files, personnel files, etc.</p> <p>Appeals Tribunal 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>