



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: 73305

Agency ID #: 228

Page 1 of 5

| | |
|--|---|
| <p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>DIVISION OF EMPLOYMENT SECURITY</p> <p>BENEFIT PAYMENT CONTROL</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</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p> |
|--|---|

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.

Unless otherwise noted all records series are confidential under AS 23.20.110. This records schedule supercedes #73304.

Statutory/Regulatory Authority: AS 23.20.390; 8 AAC 85.220.

The Benefit Payment Control Section includes the Unemployment Insurance (UI) Fraud Investigations Unit and Collections Unit, which seeks to recover benefit overpayments.

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 | State Archivist | Date | Attorney General | Date |
| Thomas Nelson | <i>Glenn Cook</i> | 12-23-08 | <i>Craig J. Talley</i> | 11/12/08 |
| Signature of Division Director/Designee | Records Analyst | Date | Commissioner of Administration | Date |
| <i>Thomas Nelson</i> | <i>Christopher L. Heis</i> | 9-30-08 | <i>Bice D. Dyer</i> | 11-28-08 |

DEPARTMENT OF REVENUE
 08 OCT -1 PM 48

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 73305

Page 2

Agency ID 228

| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|---|-----------|----------------|----------------|---------|--------------|--|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 1 | <p>Benefit Overpayment Case Files (Original Hard Copy):</p> <p>(CD's):</p> <p>This series documents the collection of benefit overpayments. Consists of notice of determination and may include: garnishment notices, small claims/prosecution documents and other correspondence.</p> | 30 Days | - | - | 30 Days | | <p>Originals are imaged onto CD's and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p> <p>C=Until paid or written off. Maximum active period is six years.</p> <p>CD's: Copies located in office, onsite storage and on LAN offsite security backup.</p> |
| 2 | <p>Federal Reports:</p> <p>This series consists of quarterly report data (BBOP227P) compiled by Benefit Payment Control and submitted to the U.S. Department of Labor. Includes statement of overpayments, recoveries and reductions.</p> | 5 | - | - | 5 | | <p>Report is printed from DB2 (Electronic Batch Payment System) which is an online data capture and batch payment system used to establish unemployment insurance claims, pay benefits to eligible clients, account for payments, monitor potential fraud within the system or involving related systems, and bill appropriate entities for claims against wages earned.</p> |
| 3 | <p>Overpayment Account Journal:</p> <p>This series consists of manually posted receipts and disbursements (posted daily).</p> <p>Arranged chronologically.</p> | 5 | - | - | 5 | | <p>Report is printed from DB2 (refer to remark in Item 2).</p> |

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 73305

Page 3

Agency ID 228

| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|---|-----------|----------------|----------------|---------|--------------|---|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 4 | <p>OPACS Daily & Monthly Reports:</p> <p>This series consists of daily and monthly computer reports other than the Cash Receipts Journal (BBOPCASP) and the OP Established Report (BEPZOERX).</p> <p>Arranged chronologically.</p> | 1 | - | - | 1 | | <p>Report is printed from DB2 (refer to remark in Item 2).</p> <p>OPACS: Overpayment Accounting Control System.</p> |
| 5 | <p>Cash Receipts Journal:</p> <p>Daily computer report of receipts (BBOPCASP).</p> <p>Arranged chronologically.</p> | 5 | - | - | 5 | | <p>Report is printed from DB2 (refer to remark in Item 2).</p> |
| 6 | <p>Overpayment Established Report:</p> <p>Daily report (BEPZOERX) documenting the establishment, re-establishment, and redetermined overpayments.</p> <p>Arranged chronologically.</p> | 5 | - | - | 5 | | <p>Report is printed from DB2 (refer to remark in Item 2).</p> |

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 73305

Page 4

Agency ID 228

| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|--|-----------|----------------|----------------|---------|--------------|--|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 7 | <p>Audit & Recovery Small Claims Case Files (Original Hard Copy):</p> <p>(CD's):</p> <p>This series consists of case files with small claims action.</p> <p>Arranged numerically by last four digits of the SSN.</p> | 30 Days | - | - | 30 Days | | <p>Originals are imaged onto CD's and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p> <p>C=Until case is closed. Maximum active period is six years.</p> <p>CD's: Copies located in office, onsite storage and on LAN offsite security backup.</p> |
| 8 | <p>No Issue Case Files:</p> <p>This series documents investigations into alleged unemployment insurance fraud that is determined to be groundless or based on erroneous wage data.</p> <p>Arranged numerically by the last four digits of the SSN.</p> | 1 Mo. | - | - | 1 Mo. | | |
| 9 | <p>UI Fraud Case Files (Original Hard Copy):</p> <p>(CD's):</p> <p>This series documents the investigation of UI benefit fraud which is resolved through administrative processes per 8 AAC 85.380. Includes cases which are appealed to the Appeals Tribunal. Cases which are subsequently criminally prosecuted as misdemeanors are included in Item 10. Arranged numerically by the last four digits of the SSN.</p> | 30 Days | - | - | 30 Days | | <p>Originals are imaged onto CD's and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p> <p>C=Until investigation is completed and benefit disqualification period expires (maximum 52 weeks).</p> <p>CD's: Copies located in office, onsite storage and on LAN offsite security backup.</p> <p>UI: Unemployment Insurance.</p> |

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 73305

Page 5

Agency ID 228

| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|--|----------------|----------------|----------------|----------------|--------------|--|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 10 | <p>UI Fraud Criminal Prosecution Case Files:</p> <p>This series documents the investigation of UI benefit fraud which is prosecuted by the Department of Law, Criminal Division District Attorney.</p> <p>Arranged numerically by the last four digits of the SSN.</p> | 30 Days C+5 | - - | - - | 30 Days C+5 | | <p>Originals are imaged onto CD's and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p> <p>C=Until the case is settled and restitution made.</p> <p>CD's: Copies located in office, onsite storage and on LAN offsite security backup.</p> |
| 11 | <p>Cooperative Agreements:</p> <p>Series consists of reciprocal agreements, memoranda of understanding, and related correspondence between the Investigations Unit and other agencies.</p> | C+3 | - | - | C+3 | | <p>C=Until termination of the agreement.</p> <p>Refer to General Administrative Records Retention Schedule, Items 22 (Reimbursable Services Agreements - Agency Workfiles) and Item 54 (Property Control Records).</p> |
| 12 | <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>Benefit Payment Control staff will follow the retention times established by 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 from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p> |