



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: 330004

Agency ID #: 521

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<p><b>ALASKA STATE LEGISLATURE</b></p> <p><b>BUDGET &amp; AUDIT COMMITTEE</b></p> <p><b>DIVISION OF LEGISLATIVE AUDIT</b></p>	<p><b>RECEIVED</b></p> <p>SEP 18 2003</p> <p>LEGISLATIVE AUDIT</p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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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 **Calendar** 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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #330003.

Statutory Authority: AS 24.20. 241 - AS 24.20.311.

The Division of Legislative Audit performs the following types of State agency audits on a continuing basis: compliance, performance and special audit or reports requested by the Legislative Budget & Audit Committee. The Division also reviews federally funded programs for compliance with applicable State/federal laws and regulations.

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
<b>Pat Davidson, Legislative Auditor</b>	<i>[Signature]</i>	10-14-03	<i>[Signature]</i>	9/29/03
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	9/18/03	<i>[Signature]</i>	10/7/03

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Accounting Records &amp; Budget Materials:</b></p> <p>This series consists of field warrant backup, accountability reports, delivery orders, public procurement backup, travel authorizations for both Legislative Audit employees and the Legislative Budget and Audit (LBA) Committee members and staff, contracts, leases, budget transaction (except 310-10, which are filed by vendor), and training materials.</p> <p>Arranged chronologically by transaction type.</p>	2	4	-	6		
2	<p><b>Vendor Files:</b></p> <p>Series includes all agency copies of invoices approved for payment through AKSAS for Division of Legislative Audit and LBA Committee expenses.</p> <p>Arranged alphabetically by vendor.</p>	1	2	-	3		
3	<p><b>Reading &amp; Correspondence Files:</b></p> <p>Includes copies of general outgoing letters and memoranda (arranged chronologically); incoming/outgoing correspondence from legislators (arranged by legislator chronologically); and incoming/outgoing correspondence to federal agencies (arranged by agency chronologically).</p>	2	3	-	5		Files related to audit reports are confidential per AS 24.20.301.

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>AKPAY Reports:</b></p> <p>Series includes agency copies of various state payroll and accounting computer reports.</p> <p>Arranged chronologically.</p>	2	1		3		
5	<p><b>Personnel Files:</b></p> <p>There are two personnel files per each Legislative Audit employee. One includes all state paperwork (i.e. AKPAY backup for appointment, all payroll changes and termination). The second file contains internal evaluations, tracking of continuing professional education (CPE) credits, and overrun of time/projects (not tracked in AKPAY) along with other nonstate employment related paperwork. There is only one personnel file for LBA staff employees. Arranged alphabetically by DLA/LBA employee name.</p>	C+5	45	-	C+50	X	<p>C=Until employee terminates. Certain information within this series is confidential per AS 39.25.080.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
6	<p><b>Audit Workpapers:</b></p> <p>Workpapers for audits performed in accordance with AS 24.20.271 or at the request of the Legislative Budget and Audit Committee (AS 24.20.281).</p> <p>Arranged by Department and report number. Name of audit is listed on file label.</p>	3	40	-	43		<p>Confidential and privileged.</p> <p>Retention countdown begins after audit is completed.</p> <p>Annual accrual rate is approximately 15 - 17 cubic feet.</p>

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**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Audit Reports, Originals:</b></p> <p>Series contains the original signed audit report (hard copy).</p> <p>Reports are grouped by calendar year, in report number ascending order.</p>	15	-	P	-		<p>Reports are stored in file folders in fireproof cabinets.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
8	<p><b>Time Documentation &amp; Reports:</b></p> <p>Series includes: hard copy authorization time sheets, time adjustments, employee change sheets, internal leave and flex files, original employee time summary reports, miscellaneous budget documents and time conversions.</p> <p>Timesheets are arranged chronologically by pay period and then by employee number.</p>	1	4	-	5		<p>Hard copy computer reports are generated from the mainframe.</p> <p>This records series constitutes the only hard copy records available for tracking leave usage as agency does not use AKPAY for leave accounting.</p>
9	<p><b>Property Tracking:</b></p> <p>Series includes computer reports and hardware backup folders arranged numerically by Delivery Order number. Software binders are arranged numerically by internal software tag number.</p>	C+3	-	-	C+3		<p>C=Until property is excessed.</p>

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**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>LBA Committee Minutes (Originals):</b></p> <p>Series contains original hard copy meeting minutes.</p> <p>Arranged chronologically by calendar year.</p>	15	-	P	-		<p>There are approximately 6 - 10 meetings per year.</p>
11	<p><b>Annual Reports:</b></p> <p>Original Division of Legislative Audit annual report.</p> <p>Arranged chronologically.</p>	15	-	P	-		