



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 110 Schedule No: 04-110.1

DEPARTMENT OF REVENUE

110 - MUNICIPAL BOND BANK AUTHORITY

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all record series are nonconfidential. This records retention schedule supersedes #44501.

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

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
Attorney General/Designee	Date	Commissioner of Administration/Designee
State Archivist	Date	Records Analyst

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Project Files This series includes correspondence related to general obligation (GO) bond issues and the Coastal Energy Impact Program (CEIP), transcripts, legal documentation, certificates, loan agreements and invoices.</p> <p>GO project files arranged alphabetically by project name and thereunder by project number. CEIP project files are arranged by bond issue date.</p>		C+6		<p>C = Until loan paid off.</p> <p>Municipal general obligation bonds are usually issued to finance facilities that do not generate revenue, such as schools, roads, public safety and municipal buildings. The CEIP is administered by the US Department of Commerce to financially assist coastal states and municipalities facing impacts from offshore oil development.</p>
<p>002 - Project Files (Revenue Bonds) This series includes correspondence related to revenue bond issues. Revenue bonds are issued to finance revenue-producing capital improvements such as utility or port facilities. These bonds are secured by a pledge of the revenues from the facility itself. They do not normally require municipal voter approval.</p> <p>Arranged alphabetically by project name.</p>		C+6		<p>C = Until loan is paid off.</p>
<p>003 - City & Borough Annual Financial Reports Reports submitted to the Bond Bank.</p> <p>Arranged alphabetically by name.</p>		1		<p>The Bond Bank uses the Annual Financial Reports internally for current municipality information. There are no retention requirements for this records series.</p>
<p>004 - Certificate of No Default Certificates issued annually and sent to the Governor, President of the Senate and Speaker of the House documenting that there have been no defaults, monetary deficiencies or appropriations sought for the purpose of restoration of funds regarding general revenue bonds.</p> <p>Arranged chronologically.</p>		5		<p>Certificate issued pursuant to AS 44.85.270 (g).</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
005 - Trust Account Monthly Statements Copies from the account custodians indicating principal and dead interest. Arranged chronologically.		7		
006 - Underwriter Subject Files This series includes correspondence between Bond Bank and firms willing to underwrite loans and act as trustees handling investment. Subjects include public finance, ethics, debt summary information, reserve fund analysis, arbitrage accounts and budget workpapers. Arranged alphabetically by topic.		5		Refer also to the General Administrative Records Retention Schedule, item #62, General Correspondence & Central Files.
007 - Confirmation Letters for Audit Issued annually from the Bond Bank to clients confirming indebtedness and balance data.		C+6		C = Until bond is paid off.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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