



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 40105

Agency ID #: 107

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF REVENUE
 OFFICE OF THE COMMISSIONER

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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 indicated all records series may contain taxpayer information confidential under AS 43.05.230 and AS 40.25.100.
 This records schedule supercedes #40104.

Statutory/Regulatory Authority: AS 10.25.570; AS 14.25.180; AS 16.10.265 & 290; AS 18.26 & 56; AS 25.25 & 27; AS 34.45; AS 37; AS 38.05.036; AS 39.35.110; AS 43; AS 44.25, 83.386, 85; AS 45.98.050.

The mission of the Department of Revenue is to collect, distribute, and invest funds for public purposes. The Commissioner's Office provides management oversight of division programs; coordinates, develops and promotes programs for collection and investment of public funds; formulates specific recurring revenue sources; and, provides controls and enforcement for the collection, investment and payment of funds (Permanent Fund Dividend, Child Support Services, Tax & Treasury).

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
Patrick Galvin, Commissioner	<i>Glenn J Cook</i>		3/26/09	<i>Craig J Tilley</i>	3/9/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>US Schedule for Patrick Galvin</i>	4/1/09	<i>D. Dawson</i>	3/2/09	<i>Ken J. Jensen</i>	3/20/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>COMMISSIONER RECORDS [Unless otherwise listed on this schedule]:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>	-	-	See GS	See GS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention 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 General Administrative Records Retention Schedule or the Commissioner General Schedule.</p>
2	<p>Alaska Medical Facility Authority Files:</p> <p>Created in 1978, the Authority is a public corporation within the State whose core function is to serve as a supplementary source for construction and maintenance financing of medical facilities. It is managed and controlled by a seven member Board of Directors, with the commissioner of Revenue serving as Chairman. This series includes: meeting packets (minutes, agendas and backup materials), applications for assistance with supporting documentation, trustee documents, including statements and appraisals, legal documents, and correspondence. Arranged alphabetically by facility.</p>	10	-	P	-	X	<p>Authority: AS 18.26</p> <p>Annual accrual rate is less than .5 cubic foot. For common records series relating to the Authority, refer to the General Administrative Records Retention Schedule.</p>
3	<p>State Bond Committee Closing Documents:</p> <p>Includes closing documents for each bond issue and sale including: general obligation bonds, bond anticipation notes, tax anticipation notes, international airport revenue bonds, and refunding bonds.</p> <p>Arranged chronologically by issue.</p>	10	27	-	37	X	<p>Retention begins at date of closing.</p> <p>Annual accrual rate is less than one cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Alaska Gaselene Inducement Act (AGIA) Reimbursables: Copies of approved reimbursables paid to licensee under AGIA. Documents include invoices and backup presented and accepted by the State of Alaska as acceptable for reimbursement.	C+3	17	-	C+20	X	C=Until reimbursable is approved. Authority: AS 43.90.