



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: 41005

Agency ID #: 104

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF REVENUE CHILD SUPPORT SERVICES DIVISION</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in Addition to current year CFY - Current Fiscal Year TO - Term of Office CY - Current Year M - After Microfilming P - Permanent C - 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 #100.2, 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.

Under 7 AAC 37.020 names and addresses, including lists, of applicants for and recipients of public assistance located in the case files is confidential. This records schedule supercedes #41004. All CSSD staff are required to use this consolidated records schedule.

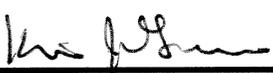
Statutory Authority: AS 25.27 (Child Support Services Agency); AS 25.25 (Uniform Interstate Family Support Act); 15 AAC 05 (Hearings); 15 AAC 125 (Enforcement); Federal Laws 93-647; 96-265; 96-35.

The Child Support Services Division collects and distributes child support.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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.

Information from several of the records series listed on this schedule is input into the CSSD Case Management System (Item 8).

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 John Mallonee	State Archivist 	Date 5-3-07	Attorney General 	Date 4/13/07	
Signature of Division Director 	Date 4/2/07	Records Analyst 	Date 3/28/07	Commissioner of Administration 	Date 5/1/07

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Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Client Case Files:</p> <p>This series contains documents establishing enforcement and payments of child support orders. This includes complaint resolution correspondence from the Alaska Legislature, Congressmen and concerned clients.</p> <p>Arranged by file id number.</p>	C+1 Mos.	19Y 11M	-	C+20	X	<p>C=As long as case is active.</p> <p>Annual accrual rate is approximately 200 cubic feet.</p> <p>CSSD currently utilizes approximately 4500 square feet to administer this records series.</p>
2	<p>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed on this schedule]:</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>CSED 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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
3	<p>Federal Reports & Budget Materials:</p> <p>Includes State plans reports and applications and reports produced for the Federal Government.</p> <p>Also includes correspondence and grant awards received from federal government.</p> <p>Arranged chronologically.</p>	5	-	-	5		<p>Federal auditors will arrive at their discretion to perform a complete agency review.</p> <p>Maintain reports on any federally funded property until audit is completed.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Fish Withholding Orders:</p> <p>Consists of letter and computer generated list of any catch sold under fish permits or sold by/through an obligor with Individual Fishing Quota Shares.</p> <p>Arranged chronologically.</p>	1	3	-	4		
5	<p>Criminal Investigation Records:</p> <p>Includes all criminal cases.</p> <p>Arranged alphabetically by case name.</p>	C+5	15	-	C+20/ E+6		<p>C=Date civil or criminal case is closed.</p> <p>E=Until child is emancipated. Destroy "C+20" or "E+6", whichever is longer.</p>
6	<p>Employer Noncompliance Cases:</p> <p>Includes records of employers that don't comply with CSED garnishment orders.</p> <p>Arranged alphabetically by employer name.</p>	C+5	15	-	C+20/ E+6		<p>C=Date civil or criminal case is closed.</p> <p>E=Until child is emancipated. Destroy "C+20" or "E+6", whichever is longer.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Investigations/New Hire Reporting:</p> <p>Records series consists of criminal history information, credit data, DOL, FPLS, 1099 forms and other evidence gathered either by administrative subpoena and/or search warrants.</p> <p>Arranged alphabetically by case name.</p>	1	-	-	1		<p>FPLS: Federal Parent Locator Service</p> <p>DOL: Department of Labor</p>
8	<p>CSSD Case Management System:</p> <p>The system is located on the Juneau Data Center mainframe and includes payment history, current balances, personal client information and related case data.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>
9	<p>Redeemed/Cancelled Checks (Original Paper):</p> <p>(Compact Disk):</p> <p>The series consists of checks for support payments.</p> <p>Arranged numerically.</p>	<p>2 Mos.</p> <p>3 Mos.</p>	<p>7</p> <p>7</p>	-	<p>7 + 2 Mos.</p> <p>7 + 3 Mos.</p>		<p>1st National Bank of Anchorage retains for seven years and provides optical (compact) disk.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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10	<p>Voided Checks (Original Paper):</p> <p>This series consists of checks for support payments.</p> <p>Arranged numerically.</p>	2 Mos.	7	-	7 + 2 Mos.		
11	<p>Check Carbon Copies:</p> <p>Consists of the check carbon and stub which indicates where the check was sent. Copies are used for audit trail purposes and includes voided checks.</p> <p>Arranged numerically.</p>	3 Mos.	-	-	3 Mos.		
12	<p>Trust Account Banking Records (Original Paper):</p> <p>Consists of bank statements and transmittal records (NSF slips, credit memoranda and deposit slips), deposit records (deposit slips and receipts, itemized listings), amount reconciliation worksheets, Money Holding Excel Worksheet, EFT Reports, Manual Checks, NSTAR Daily Reconciliation Report.</p>	2	5	-	7		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p>Accounting Reports (Original Paper):</p> <p>Consists of daily report showing receipts. Generated from the Anchorage mainframe computer, used as cross reference if check gets into the wrong case. Reports generated from computer system daily. Also includes Daily Receipt Journal, Check Disbursement Registers, Check Activity Control Reports, Money Holding Reports.</p> <p>Arranged chronologically.</p>	6 Mos.	6.5 Yrs.	-	7 Yrs.		
14	<p>Computer System File Maintenance Reports (Original Paper):</p> <p>Consists of cash summaries and input, team summaries, support balances and unidentified fund reports.</p> <p>Generated daily from CSSD online system. CBAT Reports grouped into one batch or deposit slip.</p>	6 Mos.	6 Mos.	-	1		
15	<p>Payment Reconciliation Records (Original Paper):</p> <p>Consists of quarterly payment summaries and reconciliation worksheets.</p>	2	5	-	7		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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16	<p>Special Accounting Records:</p> <p>Consists of one-time reports for special project files, NSTAR Reports (R501 Adjustment Transactions), R502 Receipt Adjustment Requests, and R503 (Payee/check recipient changes).</p> <p>Arranged chronologically.</p>	3	4	-	7		NSTAR: Northern Support Through Automated Resources.
17	<p>Vendor Files (Copy):</p> <p>Consists of information pertaining to vendors, payment of invoices, address and name changes, setting up and changes in encumbrances, add orders and delivery orders.</p> <p>Arranged alphabetically by vendor.</p>	1	2	-	3		
18	<p>AKSAS DOCUMENTS (Original Paper):</p> <p>Consists of Financial Transaction Register (FTP) and backup for agency journal entries and other transactions which the Division of Finance does not retain or store centrally.</p> <p>Documents are arranged numerically by batch sequence.</p>	1	6	-	7		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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19	<p>Complaint Resolution Correspondence:</p> <p>Consists of correspondence from the Legislature, members of Congress, Senators and concerned clients.</p> <p>Arranged alphabetically.</p>	4	16	-	20		<p>Confidential under 7 AAC 37.020.</p> <p>AFDC data in this records series is duplicated in the Client Case Files, Item 1.</p>