



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: 44501

Agency ID #: 110

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DEPARTMENT OF REVENUE MUNICIPAL BOND BANK AUTHORITY	KEY	
	A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent	Numerals - Years in Addition to current year TO - Term of Office M - After Microfilming C - Current/or as defined

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

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

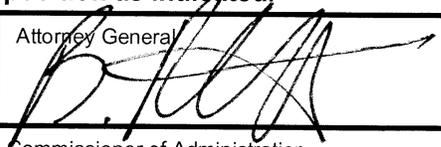
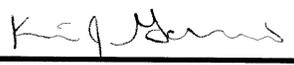
Unless otherwise noted all record series are nonconfidential.

Statutory Authority: The powers of the Bond Bank are vested in its five board of directors operating in accordance with AS 44.85, the Bond Bank Act. Three of the directors are from the private sector and are appointed by the Governor to serve four year terms. The Commissioners of Revenue and Community & Economic Development serve as ex-officio members of the Board.

The Bond Bank was established to assist small Alaska municipalities that have difficulty financing capital improvement projects such as schools, water and sewer systems, public buildings, harbors and docks. The Authority was created in 1975 for the purpose of making available to State municipalities monies to finance their capital projects or for other authorized purposes by means of issuance of bonds by the Authority and use of proceeds from such bonds to purchase from the municipalities their general obligation and revenue bonds.

This records schedule supercedes #044500.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Divison Director Deven Mitchell, Executive Director	State Archivist 	Date 9/30/99	Attorney General 	Date
Signature of Division Director 	Date	Records Analyst D. Dawson	Date 8/2/99	Commissioner of Administration 
				Date 9/23/99

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Project Files:</p> <p>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	-	-	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>
2	<p>Project Files (Revenue Bonds):</p> <p>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	-	-	C+6		<p>C=Until loan is paid off.</p>
3	<p>City & Borough Annual Financial Reports:</p> <p>Reports submitted to the Bond Bank.</p> <p>Arranged alphabetically by name.</p>	1	-	-	1		<p>The Bond Bank uses the Annual Financial Reports internally for current municipality information. There are no retention requirements for this fileset.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Certificate of No Default:</p> <p>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	-	-	5		Certificate issued pursuant to AS 44.85.270 (g).
5	<p>Trust Account Monthly Statements:</p> <p>Copies from the account custodians indicating principal and dead interest.</p> <p>Arranged chronologically.</p>	7	-	-	7		
6	<p>Underwriter Subject Files:</p> <p>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.</p> <p>Arranged alphabetically by topic.</p>	5	-	-	5		Refer also to the General Administrative Records Schedule, Item 62, Correspondence Files.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Confirmation Letters for Audit:</p> <p>Issued annually from the Bond Bank to clients confirming indebtedness and balance data.</p>	C+6	-	-	C+6		C=Until bond is paid off.
8	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; legislative, minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; training, etc.</p> <p>Bond Bank Authority staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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 downloaded from the Archives & Records homepage.</p>