



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 561      Schedule No: 04-561.2**

DEPARTMENT OF REVENUE  
 ALASKA HOUSING FINANCE CORPORATION (AHFC)  
 561 - FINANCE DEPARTMENT

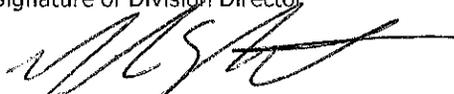
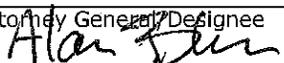
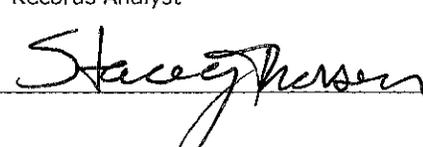
The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes 04-561.1

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 Michael Strand	Signature of Division Director 	Date 5/5/14	
Attorney General/Designee  Alan Birnbaum	Date 6/3/14	Commissioner of Administration/Designee FOR 	Date 5/13/14
State Archivist 	Date 5/27/14	Records Analyst 	Date 5-28-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Bond Series Project Files</b> This series consists of working project files and includes funding documents, cash flows, and correspondence for bond issues.</p> <p>Files are arranged by bond issue.</p>	E	PO		Located in Finance department shared folder.
<p><b>002.1 - Bond Closing Documents (Record Copy)</b> This series includes official statements, indentures, offering circulars, and other legally pertinent documents related to a bond sale.</p>	E	PA		Transfer CDs annually to Juneau.  Located in Finance department shared folder.
<p><b>002.2 - Bond Closing Documents (Reference Copies)</b> This series includes Official Statements and Indentures.</p>	E	PO		Located in Finance department shared folder.
<p><b>003 - Financial Analysts' Project Files</b> This series consists of Analysts' working files which include redemption notices, audit letters for funding, certificates for bond coverage arranged in booklets, weekly activity reports, bond and note mortgage information and pool information.</p> <p>Files are specific to particular bond issues and are arranged in date order.</p>	E	C+3		C=Until bond is paid off and department need is met.  Located in Finance department shared folder.
<p><b>004 - Cash Manager's Files</b> This series includes correspondence; faxes/wire transfers; tickets and/or confirmations of transactions such as Certificates of Deposit, Euro-Commercial Paper, Treasury Notes; and wiring instructions.</p> <p>Files are arranged in date order.</p>	E	C+3		C=Until department need is met.  Located on Finance department software.
<p><b>005 - Chief Financial Officer/Financial Director's Files</b> This series consists of working project files and includes funding documents, cash flows, and correspondence for bond issues produced by the CFO/FD for bond issues.</p> <p>Files are arranged by bond issue.</p>	E	C+7		C = Until bond is paid off and department need is met.  Located in Finance department shared folder.

**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.**

Retention Key	Format Key	Bus. Ess = Business Essential
<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>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>006.1 – Statistical Abstract Report (Record Copy)</b>                      This series consists of a monthly publication by AHFC, known as the "Whole Earth Catalog."</p>	E	PA		Transfer CDs annually to the State Archives.  Disclosure located on the web.
<p><b>006.2 - Statistical Abstract Report (Reference Copy)</b>                      This series consists of a monthly publication by AHFC, known originally as the "Whole Earth Catalog."</p>	E	PO		Located in Finance department shared folder.

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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