



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: 604      Schedule No: 04-604.1**

DEPARTMENT OF REVENUE  
 ALASKA HOUSING FINANCE CORPORATION (AHFC)  
 604 - SERVICING 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 #42003.

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
	*	9/28/10
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	11/4/10	*
		10/29/10
State Archivist	Date	Records Analyst
*	11/12/10	*
		10/21/10

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - General Administrative Correspondence</b>                      Series is hardcopy and electronic and consists of incoming and outgoing correspondence with sub-servicers, brokers and others.</p> <p>Arranged chronologically.</p>	H & E	CY+3		Electronic Files: Located in emails on individual PC's within the Servicing Department.
<p><b>002 - Servicer &amp; Broker Contracts</b>                      Series is hardcopy and consists of material related to solicitation and award of contracts, including documents for the selection, award, and administration of contracts; RFP/RFQ; evaluation of responses; copy of selected proposal; notice of award; contract documents/amendments; and, payment records.</p> <p>Arranged alphabetically by vendor.</p>	H	C		C = Until contract is terminated.  Original Record in Risk Management.
<p><b>003 - Seller/Servicer Eligibility Documents</b>                      Series is hardcopy and consists of annual financial statements, authorized signature lists, copies of the contracts and fidelity bonds.</p> <p>Arranged alphabetically by servicer.</p>	H	CY+3		
<p><b>004 - RFP/RFQ (Responses Not Selected)</b>                      Series is hardcopy and consists of responses to AHFC Requests for Proposals and Requests for Qualifications for servicer and broker contracts from those vendors not selected.</p> <p>Arranged chronologically.</p>	H	C		C = Until administrative need is met.  Copy of Record in Risk Management.
<p><b>005 - Litigation Files</b>                      Series is hardcopy and electronic and consists of documents copied and maintained separately from the original files for use during active litigation only.</p> <p>Arranged numerically by AHFC loan number.</p>	H & E	C+2		C = Until case is closed.  Copy of Record in Risk Management.  Electronic Files: Located in emails on individual PC's within the Servicing Department.

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"><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 align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><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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<p><b>006 - Consumer Relations Files</b>                      Series is hardcopy and consists of consumer complaint case files regarding AHFC and its actions, including complaint/inquiry forms, and response letters. Active files are arranged by year and case number; closed files are arranged alphabetically within year closed.</p>	H	C+7		C = Until case is closed.
<p><b>007.1 - Servicing &amp; Asset Management Guides (Master Online)</b>                      Series is hardcopy and electronic and consists of AHFC Guides, such as Property Service Guide, Servicers' Guide, Property Management Guide, and desktop procedures.                       Arranged chronologically by type.</p>	E	PO		Electronic Master Files (on-line): located on the intranet under departments, Mortgage and on the Mortgage Operations Specialist's PC within the Mortgage Department.
<p><b>007.2 - Servicing &amp; Asset Management Guides (Master Microfilm)</b>                      Series is hardcopy and electronic and consists of AHFC Guides, such as Property Service Guide, Servicers' Guide, Property Management Guide, and desktop procedures.                       Arranged chronologically by type.</p>	M	100		Microfilmed previous documents into 17 rolls.  Original silver is stored in offsite vault.
<p><b>007.3 - Servicing &amp; Asset Management Guides (Work Copy Microfilm)</b>                      Series is hardcopy and electronic and consists of AHFC Guides, such as Property Service Guide, Servicers' Guide, Property Management Guide, and desktop procedures.                       Arranged chronologically by type.</p>	M	100		Work copy is stored in the records venter.
<p><b>008 - Seller/Servicer Loan Files</b>                      Series is hardcopy and electronic and consists of loan files obtained from institutions that terminated as AHFC Servicers as well as those loans serviced by AHFC.                       Arranged numerically by AHFC loan number.</p>	H & E	C+7		C = Until loan is terminated or paid off.  Electronic Files: Located in the Mitas System Database.

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<p><b>009 - Unconventional Loan Files</b>                      Series is hardcopy and electronic and consists of loan documents for unconventional loans (closed under such programs as Building Material Loans, Emergency Reconstruction Loans, or Loans-To-Sponsors).                       Arranged numerically by AHFC loan number.</p>	H & E	C+7		C = Until loan is terminated or paid off.  Electronic Files: Located in the Mitas System Database.
<p><b>010 - Servicer Collection/Daily Remittance &amp; ACLS Reports</b>                      Series is hardcopy and consists of servicer monthly collection activities, including the daily concentration bank deposits, and reconciliations of the mortgage portfolio and ALCS update.                       Arranged by type of report.</p>	H	7		ALCS = Actual Loan Collection System.
<p><b>011 - Mortgage Loan Purchase Reports</b>                      Series is hardcopy and includes vouchers submitted by sub-servicers for purchase of loans and computer reports documenting funding of the purchases.                       Arranged chronologically.</p>	H	3		
<p><b>012 - Custodial Account Reconciliations</b>                      Series is hardcopy and includes servicer reconciliations and copies of bank statements for each AHFC tax and insurance or principle and interest custodial account held by the servicer.                       Arranged chronologically by type of reconciliation.</p>	H	3		
<p><b>013 - Reconciliations</b>                      Series is hardcopy and electronic and consists of monthly collection activities and reconciliations of notes receivable, accounts receivable, and non-ALCS loans.                       Arranged chronologically.</p>	H & E	3		Electronic Files: Summary is located in the Servicing Department share drive in the Unconventional folder.
<p><b>014 - Alaska Insurance Fund (AIF)</b>                      Series is hardcopy and electronic and includes these AIF documents: premium billings, documentation of deposits, and reconciliations of spreadsheets to the bank trust statements.                       Arranged chronologically.</p>	H & E	7		Electronic Files: Summary is located in the Servicing Department share drive in the "AIF" folder.

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<p><b>015 - Home Ownership Assistance (HOF) Active Files</b>                      Series is hardcopy and electronic and consists of eligibility agreements and annual recertification's.                       Arranged numerically by loan number.</p>	H & E	T		<p>T = Held at records center until paid off and then moved into item #016.                       Electronic Files: Located in the Mitas System Database.</p>
<p><b>016 - Home Ownership Assistance (HOF) Closed Files</b>                      Series is hardcopy and electronic and includes HOF files that have paid off, become real-estate owned, or reimbursed AHFC for any excess HOF payments, eligibility agreements, and annual recertification.                       Arranged numerically by loan number within payoff year.</p>	H & E	C+7		<p>C = Until loan is terminated or paid off.                       Electronic Files: Located in the Mitas System Database.</p>
<p><b>017 - Home Ownership Assistance (HOF) Excess Subsidy Repayment Files</b>                      Series is hardcopy and electronic and consists of documents showing funds deposited that were received from borrowers for repayment of excess HOF subsidy.                       Arranged chronologically.</p>	H & E	C+7		<p>C = Until account is paid off.                       Electronic Files: Located in the Mitas System Database.</p>
<p><b>018 - Home Ownership Assistance (HOF) Excess Subsidy Repayment Reports</b>                      Series is hardcopy and includes various reports (hard copy and electronic) documenting HOF excess funds due and paid.                       Arranged chronologically.</p>	H & E	C+7		<p>C = Until account is paid off.                       Electronic Files: Located in the Mitas System Database.</p>
<p><b>019 - Delinquency Reports</b>                      Series is hardcopy and electronic and consists of various reports documenting monthly delinquency statistics.                       Arranged chronologically.</p>	H & E	3		<p>Electronic Files: located in the Mitas System Database.</p>
<p><b>020 - Servicing Department Shared Folder (Private)</b>                      Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p>	E	C		<p>C = Until information is obsolete, superseded or administrative need met.                       Private: Only the Servicing Department</p>

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<b>021 - Servicing Department Shared Public Files</b> Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the intranet under Public File System.	E	C		C = Until form, spreadsheet or document obsolete, superseded or administrative need met.

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