



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 605      Schedule No: 04-605.2**

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

605 - GOVERNMENT RELATIONS AND PUBLIC AFFAIRS

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 04-605.1.

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 Stacy Schubert	Signature of Division Director 	Date 5/6/14
Attorney General/Designee  Alan Birnbaum	Date 6/3/14	Commissioner of Administration/Designee FOR 
State Archivist  D. Dawson	Date 5/27/14	Records Analyst  Stacy Thorsen
		Date 5-28-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Annual Reports</b>                      This series consists of Alaska Housing Finance Corporation and Alaska State Housing Authority (formerly Alaska Building Authority) annual reports.                       Filed chronologically.</p>	H & E	PA		Recommend review for transfer to State Archives every 5 years.  Annual Reports on CD and flash drive.  Official Record Copy.  Located in AHFC's website under, About Us, for about 3 years.
<p><b>002 - Agency Structure and History Files</b> This series includes public relations files/scrapbooks, original press releases, copies of news clippings, videotapes, audiotapes, photographs, publications such as brochures and flyers, and speeches prepared and/or presented by the Chief Executive Officer or GRPA personnel.                       Photographs must be identified; news clippings and articles must be dated, mounted, and source identified.                       Filed chronologically by subject.</p>	H & E	PA		Recommend review for transfer to State Archives every 5 years.  Official Record Copy.  Located in GRPA's private shared folder.
<p><b>003 - Advertisements</b>                      This series includes original advertising display ads and legal notices.                       Files are in date order by fiscal year and by newspaper publication.</p>	H	C+3		C=Until administrative need met.  Official Record Copy.
<p><b>004 - Freedom of Information Act Information (FOIA)</b>                      This series consists of files which include requests from the public under FOIA, along with responses. FOIA Policy located on intranet under GRPA/Policies and Procedures.                       Filed chronologically in binders.</p>	H & E	C+4		C=Until administrative need met.  6 AAC 96.320, AS 09.25.110, AS 09.25.120, AS 09.25.123  Official Copy Record.  Located in GRPA's private 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
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)  PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>005 - Legislation</b>                      This series includes copies of state legislation pertinent to AHFC. They are located with State Legislature Bill Tracking Management Facility.</p>	E	C		C=Until administrative need met.  Recommend review for deletion every 2 years.  Official Record Copy with State Legislature.  Located in GRPA's private shared folder.
<p><b>006 - GRPA Home Buyer Industry Education and Training Files</b>                      This series includes all certificates and sign-in sheets for AHFC classes such as those for builders, lenders, realtors, and Home Choice.                       Filed chronologically by type of class.</p>	H&E	C+3		C=After AHFC class completed.  Official Record Copy.  Located in GRPA shared folder.

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