



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: 04-605.1

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 #42102.

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
	*	12/28/10
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	3/16/11	*
		11/3/11
State Archivist	Date	Records Analyst
*	3/23/11	*
		3/17/11

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - General Administrative Correspondence Series consists of hardcopy and electronic files which include incoming and outgoing correspondence such as memos, requests for information and responses.</p> <p>Filed chronologically.</p>	H & E	3		Electronic Files: Located on the Corporate GRPA Specialist III's and the Corporate GRPA Officer's PC's.
<p>002 - Annual Reports Series consists of hardcopy and electronic files of Alaska Housing Finance Corporation and Alaska State Housing Authority (formerly Alaska Building Authority) annual reports.</p> <p>Filed chronologically.</p>	H & E	PA		Recommend review for transfer to State Archives every 5 years. Copy of Record. Electronic Files: Located on AHFC's website under About Us.
<p>003 - Agency Structure and History Files Series consists of hardcopy and electronic files which include 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.</p> <p>Filed chronologically by subject.</p>	H & E	PA		Recommend review for transfer to State Archives every 5 years. Photographs must be identified; news clippings and articles must be dated, mounted, and source identified. Copy of Record. Electronic Files: located on the Corporate GRPA Specialist III's , the Corporate GRPA Officer's PC's, AHFC's website under About and News, and AHFC's Public shared folders under, GRPA/Photos.
<p>004 - Advertisements Series is electronic original advertising display ads and legal notices. Documents are maintained by the Communications Specialist II.</p>	E	3		Copy of Record.

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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</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>005 - Publications Series is hardcopy and includes brochures, flyers, and other publications produced by the GRPA Department.</p> <p>Filed chronologically by subject.</p>	H	3		Copy of Record.
<p>006 - Freedom of Information Act Information (FOIA) Series consist of hardcopy and electronic files which include requests from the public under FOIA, along with responses.</p> <p>Filed chronologically in binders and on the Corp. Comm. Officer's PC.</p>	H & E	4		<p>6 AAC 96.320, AS 09.25.110, AS 09.25.120, AS 09.25.123</p> <p>Copy of Record.</p> <p>Electronic Files: FOIA Policy located electronically on intranet under GRPA/Policies and Procedures.</p>
<p>007 - Travel Files Series is hardcopy and consists of copies of department travel documents.</p> <p>Filed chronologically.</p>	H	3		Copy of Record electronically in Ariba.
<p>008 - Budget Materials Series is hardcopy and includes budget materials for GRPA Department.</p> <p>Filed by fiscal year.</p>	H	3		Copy of Record in Budget Dept.
<p>009 - Procurement Information Series is hardcopy and electronic and includes copies of documents, such as travel authorizations and expense reports sent for payment.</p> <p>Filed alphabetically by vendor.</p>	H & E	2		Copy of Record electronically in Ariba.

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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</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>010 - Legislation Series is electronic and includes copies of state legislation pertinent to AHFC.</p>	E	C		<p>C = Until administrative need met.</p> <p>Recommend review for disposal every 2 years.</p> <p>Copy of Record with State Legislature.</p> <p>Electronic File: Located with State Legislature Bill Tracking Management Facility.</p>
<p>011 - Working Files Series consist of hardcopy and electronic files which include annual report production, open house, conferences, special events, enabling legislation, and program summary files used as reference material for annual reports and news releases.</p> <p>Filed alphabetically by subject.</p>	H & E	C		<p>C = Until administrative need met.</p> <p>Recommend review for disposal every 3 years.</p> <p>Copy of Record in originating departments.</p> <p>Electronic Files: Located on all PC's within the GRPA Department, and permanent record of press releases located on AHFC's website.</p>
<p>012 - Reference Materials Series consist of hardcopy and electronic files and includes directories, booklets, and brochures produced by other AHFC departments, and materials obtained at seminars.</p> <p>Filed alphabetically by subject.</p>	H & E	C		<p>C = Until administrative need met.</p> <p>Recommend review for disposal every 3 years.</p> <p>Copy of Record in originating department.</p> <p>Electronic Files: Located on the intranet under Departments, GRPA.</p>
<p>013 - Government Relations & Public Affairs Department Shared Folder (Private, GRPA Department only) Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use occasionally.</p>	E	C		<p>C = Until information is obsolete, superseded or administrative need met.</p> <p>Private: Only the GRPA department.</p>

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
014 - Government Relations & Public Affairs Department Shared Public Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located in AHFC's Public File System.	E	C		C = Until photo, form, spreadsheet or document obsolete, superseded or administrative need met.
015 - Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, GRPA. Files are informational in nature and contain policies and procedures for dealing with the GRPA department.	E	C		C = Until form, spreadsheet or document obsolete, superseded or administrative need met.

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">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--