



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: 612 Schedule No: 04-612.1

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 612 - ADMINISTRATIVE SERVICES 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 noted all records series are nonconfidential. This schedule supersedes #48102.

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
	*		3/1/10
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/12/10	*	4/21/10
State Archivist	Date	Records Analyst	Date
*	4/22/10	*	4/2/10

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Protests/Appeals Decisions Series is hardcopy and includes decisions made by the Chief Procurement Officer related to protests and appeals on corporate Requests for Proposals (RFP), contracts, or grants.</p> <p>Filed chronologically.</p>	H	C+6		C = Until decision is issued. Copy of Record.
<p>002 - General Administrative Correspondence Series is hardcopy and consists of incoming and outgoing departmental correspondence.</p> <p>Filed chronologically by author.</p>	H	3		Copy of Record.
<p>003 - HUD Correspondence Series is hardcopy and consists of copies of incoming correspondence from Housing and Urban Development (HUD).</p> <p>Filed chronologically.</p>	H	2		Copy of Record in Public Housing Director's Office.
<p>004 - Budget Materials Series is hardcopy and consists of copies of original and draft budget reports generated by Administrative Services, including general ledger reclassifications and budget revisions.</p> <p>Filed by fiscal year.</p>	H	CFY+2		Copy of Record in Budget department.
<p>005 - Appointment Calendars and Telephone Logs Series is hardcopy and electronic and consists of appointment calendars, telephone message logs and telefax logs, including those from the corporate reception area.</p> <p>Filed chronologically.</p>	H & E	1		Copy of Record.
<p>006 - Telephone Billing Information Series is electronic only and consists of detail of long distance, cellular and smartphone activity for Anchorage offices.</p> <p>Filed chronologically.</p>	E	CY+1		Copy of Record in Accounting dependent.

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>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>007 - Departmental Policies/Directives Series is hardcopy and electronic and consists of directives or policy decisions for Administrative Services departments (Risk Management, Supply and Logistics, Records Center, and Contract Compliance). Filed chronologically by department.</p>	H & E	C		C = Until superseded. Copy of Record.
<p>008 - Technical Reference Materials Series is hardcopy and includes documents and reference materials for use in research for protest/appeals decision. Filed alphabetically by subject.</p>	H	C		C = Until administrative need is met. Copy of Record in originating office.
<p>009 - Check Logs Series is hardcopy and electronic and consists of a spreadsheet of checks received at the Boniface Office through the mail, by courier, or received in person. Electronic version also contains a scan of the check. Filed by calendar year.</p>	H & E	CY+2		Agency copy; Copy of Record is held by Accounting.
<p>010 - P-card Documents Series is hardcopy and electronic and consists of P-card statements scanned for P-card users/department and reconciliation documentation for P-card payments. Filed by calendar year.</p>	H & E	CY+1		Hardcopy records retained by Accounting.
<p>011 - Administrative Services Department Shared Folder Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p>	E	C		C = Until information is obsolete, superseded or administrative need is met. Private: access is restricted to the Administrative Services Department work group.
<p>012 - Administrative Services Department Shared Public Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the intranet under Public File System.</p>	E	C		C = Until form, spreadsheet or document is obsolete, superseded or administrative need is 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>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>013 - Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Administrative Services. Files are informational in nature and contain policies and procedures for dealing with the Administrative Services department.</p>	E	C		C = Until form, spreadsheet or document is obsolete, superseded or administrative need is 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>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>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>
---	---	---