



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 625      Schedule No: 04-625.1**

DEPARTMENT OF REVENUE  
 ALASKA HOUSING FINANCE CORPORATION (AHFC)  
 625 - BUDGET 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 #48401.

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
	*		3/2/06
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	3/16/06	*	3/29/06
State Archivist	Date	Records Analyst	Date
*	4/4/06	*	3/9/06

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Budget Reports</b>                      Series are hardcopy and electronic files which consist of CCS computer-generated accounting system reports including chart of accounts, project-based accounting, capital budget, payroll summary, position authorization control systems, capital/grants budget by funds, and in-house spreadsheets.</p> <p>Filed by topic by fiscal year.</p>	H & E	CFY+7		Copy of Record.  Electronic Files: located on the Gulkana Public File System under "Budget".
<p><b>002 - Program Specific Correspondence (HUD)</b>                      Series consist of hardcopy and electronic files and includes notification of awards, contracts, amendments or renewals, special conditions, fiscal reports, and/or progress reports for the Section 8, Low Rent, MA303-Wrangell programs, Public and Indian Housing notices and announcements, and related correspondence.</p> <p>Filed by program by fiscal year.</p>	H & E	CFY+7		Copy of Record with addressee.  Electronic Files: located on the Gulkana Public File System under "Budget" and on the Budget Manager's and the Budget Director's PC's.
<p><b>003 - Budget Requests (Final Submission)</b>                      Series consists of hardcopy and electronic files which include official statements and indentures the final budget requests and supporting documents submitted to the AHFC Board of Directors, Department of Revenue, Office of Management and Budget (OMB), and corresponding federal agencies. Documents may include amendments, revised programs, supplementals, and correspondence documenting negotiations.</p> <p>Filed by fiscal year.</p>	H & E	CFY+5		Copy of Record held by the Office of Management & Budget (OMB).  Electronic Files: located on the Budget Manager's and the Budget Director's PC's.
<p><b>004 - Budget Workpapers</b>                      Series consists of hardcopy and electronic files which include workpapers used for preparation of the final fiscal year budget submission to the Department of Revenue. These documents include budget preparation instructions, operating and capital budget submission, supporting documents, cost allocations, amendments, revised programs, and supplementals.</p> <p>Filed by fiscal year.</p>	H & E	CFY+5		Copy of Record.  Electronic Files: located on the Budget Manager's and the Budget Director's PC's.

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>005 - General Ledger Adjusting Entries</b>                      Series consists of hardcopy and electronic files containing documents generated for internal use which are not sent to the Accounting Department, such as chart of account changes, general ledger reclassifications, budget revisions, salary distributions, payroll reclassifications, and backup for adjusting journal entries, and journal entry logs.</p> <p>Filed by fiscal year.</p>	H & E	CFY+3		Copy of Record.  Electronic Files: located on the Gulkana Public File System under "Budget".
<p><b>006 - Budget Adjusting Entries</b>                      Series consists of hardcopy and electronic files containing working files including documents created and used by departments to develop budget requests including cost statements, estimates, justifications, and background materials for submittal to the Budget Department.</p> <p>Filed by department by fiscal year.</p>	H & E	CFY+3		Copy of Record.  Electronic Files: located on the Gulkana Public File System under "Budget".
<p><b>007 - Reimbursable Services Agreements and Memoranda of Agreement</b>                      Series consists of hardcopy and electronic files which includes documentation of interagency transfers of both operating and capital project funds.</p> <p>Filed by fiscal year.</p>	H & E	C+3		C = Until closed.  Copy of Record in Risk Management (RRDS #02-75.1).  Electronic Files: located on the Budget Manager's PC.
<p><b>008 - Training and Presentation Documents</b>                      Series consists of hardcopy and electronic files containing materials used in presenting budget training classes to AHFC employees and documentation for presentations to the AHFC Board of directors and the Finance Committee of the State Legislature.</p> <p>Filed by subject by fiscal year.</p>	H & E	3		Copy of Record.  Electronic Files: located on the Gulkana Public File System under "Budget".

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<p><b>009 - General Administrative Correspondence</b>                      Series consists of hardcopy and electronic files which includes general internal and external incoming and copies of outgoing general correspondence.</p> <p>Filed chronologically.</p>	H & E	3		Electronic Files: located on all PC's within the Budget Department.
<p><b>010 - Purchasing Information</b>                      Series consists of hardcopy and electronic files of procurement documents such as purchase requisitions, purchase orders, and invoices approved for payment.</p> <p>Filed chronologically.</p>	H & E	2		Copy of Record in Accounting.  Electronic Files: located on the Budget Assistant II's and the Budget Manager's PC's.
<p><b>011 - Travel Files</b>                      Series includes copies of departmental travel documents and reimbursement requests.</p> <p>Filed alphabetically by employee's last name.</p>		2		Copy of Record in Procurement.
<p><b>012 - Audit Reports</b>                      Series consists of hardcopy and electronic files of internal audit reports and the department's responses.</p> <p>Filed chronologically.</p>	H & E	C		C = Until administrative need is met.  Copy of Record in Internal Audit (RRDS #04-599.1).  Electronic Files: located on the Budget Director's PC.
<p><b>013 - Procedures Manuals</b>                      Series consists of hardcopy and electronic files which includes departmental desk manuals on topics such as presenting internal training sessions, budget preparations, and other reference materials.</p> <p>Filed by subject.</p>	H & E	C		C = Until superseded.  Copy of Record.  Electronic Files: located on the Gulkana Public File System under "Budget".
<p><b>014 - Budget Department Shared Folder</b>                      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 Risk Management Department.

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<b>015 - Budget 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 is obsolete, superseded or administrative need is met.
<b>016 - Intranet Files</b> Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Budget. Files are informational in nature and contain policies and procedures for dealing with the Budget department.	E	C		C = Until form, spreadsheet or document is obsolete, superseded or administrative need is met.

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