



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: 632 Schedule No: 04-632.3

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 632 - PLANNING 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 #04-632.2.

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 Mark Romick	Signature of Division Director 	Date 6/24/14
Attorney General/Designee Alan Birnbaum Alan Birnbaum	Date 7/25/14	Commissioner of Administration/Designee FOR
State Archivist D. Awan	Date 7/15/14	Records Analyst Stacy Thorsen 7-15-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Alaska Housing Market Indicators This series includes housing market indicator data, RSA and reimbursements. Filed by grant number.</p>	H & E	C+5		<p>C = Until administrative need met. Electronic files are located on the Planning department's shared file.</p>
<p>002 - Consolidated Housing & Community Development Records The series documents the Consolidated Plan, Citizen Participation Plan, Annual Action Plan and Annual Performance Report. Filed chronologically by year.</p>	H & E	C+12		<p>C = Until administrative need met. Electronic files are located on the Planning department's shared file.</p>
<p>003 - GOAL, SCHDF & SNHG Grant & Award Development Files This series includes grants, awards and/or loans funded with a combination of federal HOME funds, Senior Citizen Housing Development, Special Needs Housing Development and Low Income Housing Tax Credits (LIHTC) that provide for rental development of low/moderate income housing. Filed by grant number or loan.</p>	H & E	C+30	Y	<p>C = When grant or award closes. Any DCCR's must be retained until they have expired or been reconveyed. Electronic files are located on the Planning department's Shared File. Recommend scanning.</p>
<p>004 - Grant Match Continuum (Supportive Housing Grants) This series includes grants with local government or non-profit housing agencies matching HUD awards under the Continuum of Care, Supportive Housing Program. Filed by grant number.</p>	H & E	C+5		<p>C = When grant closes. Electronic files are located on the Planning department's Shared File.</p>
<p>005 - Homeless Assistance Grants (HAP) & Special Needs Housing Operating and Supportive Services (SNG) This series includes corporation or state funded grants and nonprofit agencies that provide housing assistance and supportive services to low-income persons. Filed by grant number.</p>	H & E	C+5	Y	<p>C = When grant closes. Electronic files are located on the Planning department's Shared File.</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 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>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
<p>006 - HOME CHDO-Operating Expense Assistance Program (OEA) This series includes grants with Community Housing Development Organizations (CHDO) and CHDO certification files. Filed by grant number.</p>	H & E	C+5	Y	C = When grant closes. Electronic files are located on the Planning department's shared file.
<p>007 - HOME Opportunity Program (HOP) Grants This series includes grants funded with federal HOME funds to assist low/moderate income qualified Alaskans with home purchase. Filed by grant number.</p>	H & E	C+5	Y	C = When grant closes. Electronic files are located on the Planning department's shared file.
<p>008 - HOME Opportunity Program (HOP) Loans This series includes HOP loans which are made with federal HOME funds by HOP sub-recipients to low/moderate income qualified Alaskans to purchase a primary residence. Filed alphabetically by homeowners name.</p>	H & E	C+12		C = When administrative need met. Original Notes are sent to the Records Center by Servicing department until they are paid off or expire (up to C+5 years). Original Notes are recalled by Servicing upon expiration or payoff for reconveyance. Evidence of such is included in loan file. Purchase documents imposing recapture/resale restrictions retain for 5 years after the affordability period terminates. Electronic files are located on the Planning department's shared file.
<p>009 - HOME Owner Rehab Program (ORP) Grants This series includes grants funded with federal HOME funds and corporate match that provide housing rehabilitation to low-income homeowners.</p>	H & E	C+5	Y	C = When grant closes. Electronic files are located on the Planning department's shared file.

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 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)	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>010 - HOME Owner Rehab Program (ORP) Loans This series includes ORP loans which are made with federal HOME funds by ORP sub-recipients to low/moderate income qualified Alaskans to rehabilitate a primary residence.</p> <p>Filed alphabetically by home owners name.</p>	H & E	C+12	Y	<p>C = Until administrative need is met.</p> <p>Original Notes are sent to the Records Center by the Servicing department until they are paid off or expire (up to C+5 years). Original Notes are recalled by Servicing upon expiration or payoff for reconveyance. Evidence of such is included in loan file.</p> <p>Electronic files are located on the Planning department's shared file.</p>
<p>011 -Senior Housing Accessibility Modification (SAP) Grants This series includes grants funded with corporate funds that provide housing accessibility rehabilitation to low-income senior homeowners.</p> <p>Filed by grant number.</p>	H & E	C+5		<p>C = When grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</p>
<p>012 - Housing Opportunities for Persons with AIDS (HOPWA) Grants This series includes grants funded with a combination of federal HOPWA funds and corporate match that provide housing assistance and supportive services to low-income persons living with HIV/AIDS.</p> <p>Filed by grant number.</p>	H & E	C+5	Y	<p>C = When grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</p>
<p>013 -Community Development Technical Assistance Grant & Delivery Plan This series includes grants funded with a combination of federal technical assistance (TA) funds and corporate match that provide training scholarships and professional training to non-profit agencies and housing developers.</p> <p>Filed by grant number.</p>	H & E	C+5	Y	<p>C = When grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</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 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>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
<p>014 - Miscellaneous AHFC and State Funded Grants This series includes miscellaneous corporate and state funded grants. Filed by grant number.</p>	H & E	C+6	Y	C = When grant closes. Electronic files are located on the planning department's shared file.
<p>015 - Miscellaneous Federal Grants This series includes miscellaneous federally funded grants. Filed by grant number.</p>	H & E	C+5	Y	C = When grant closes. Electronic files are located on the Planning department's shared file.
<p>016 - HDS Postings This series is HDS postings. Filed chronologically by date.</p>	H	C+3		C = When administrative need met.
<p>017 - Pre-Development Grants This series is funded with corporate funds and occasional federal HOME funds provide for pre-development activity related to rental development housing for seniors, special needs and low-income. Filed by grant number.</p>	H & E	C+5	Y	C = Until grant closes. Electronic files are located on the Planning department's shared file.
<p>018 - Shelter Plus Care and Sponsor-Based Rental Assistance Grants This series is HUD federal funded grants to non-profit agencies to provide rental assistance to homeless and special needs persons. Filed by grant number.</p>	H & E	C+5	Y	C = Until grant closes. Electronic files are located on the Planning department's shared file.
<p>019 - Weatherization-Program & Grant Files This series is state and federal grants of non-profit organizations and housing authorities to provide weatherization of homes and rental units. Filed by grant number.</p>	H & E	C+5	Y	C = Until grant closes. Electronic files are located on the Planning department's shared file.
<p>020 - Denali Commission/AHFC Elder Housing Grant Fund This series is Denali Commission and corporation funds to housing developers for development of new construction and rehabilitation of senior facilities and housing units. Filed by grant number.</p>	H & E	C+30	Y	C = Until grant closes. Electronic files are located on the Planning department's shared file. Recommend scanning.

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>021 - Denali Commission/AHFC Teacher, Health Professional and Public Safety Housing Grant This series is Denali Commission and corporation funds to housing developers to develop new construction and rehabilitation of teacher, health professional and public safety housing.</p> <p>Filed by grant number.</p>	H & E	C+30	Y	<p>C = Until grant closes.</p> <p>Review after 30 years to determine whether DCCR and Note must be retained longer.</p> <p>Electronic files are located on the Planning department's shared file.</p> <p>Recommend scanning.</p>
<p>022 - PHD – ROSS Grants This series is grant administration files.</p> <p>Filed by grant number.</p>	H	C+3		<p>C = Until grant closes.</p>
<p>023 - Neighborhood Stabilization Program (NSP) Grants This series includes grants, awards and/or loans funded with federal NSP funds that provide for rental or homeownership development of low/moderate income housing. Hardcopy includes multi-family rental files and homeowner files.</p> <p>Filed by grant number or homeowners loan number.</p>	H & E	C+30	Y	<p>C = Until administrative need met.</p> <p>Any DCCR's and Notes must be retained until they have expired or been reconveyed.</p> <p>Electronic files are located on the Planning department's shared file.</p> <p>Recommend scanning.</p>
<p>024 - Tenant Based Rental Assistance (TBRA) Files This series is federal HOME and state funds to provide rental assistance to parolees and youth leaving foster care, includes rental files.</p> <p>Filed alphabetically by tenant names.</p>	H & E	C+5	Y	<p>C = Until administrative need met.</p> <p>Electronic files are located on the Planning department's shared file and Public Housing software.</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
<p>025 - Homeownership Development Program (HDP) Loans This series includes grants loans funded with federal HOME funds that provide for homeownership development of low/moderate income housing. Hardcopy includes single-family homeowner files.</p> <p>Filed by grant homeowners loan number.</p>	H & E	C+30	Y	<p>C = Until administrative need met.</p> <p>Any DCCR's and Notes must be retained until they have expired or been reconveyed.</p> <p>Electronic files are located on the Planning department's shared file.</p> <p>Recommend scanning.</p>
<p>026 - Emergency Solutions Grant (ESG) This series is federal continuum of care (COC) grant with non-profit shelter housing agencies for rehabilitation, operations and homeless prevention at the shelter.</p> <p>Filed by grant number.</p>	H & E	C+5	Y	<p>C = Until grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</p>
<p>027 - Community Homeless Coordinator Grant (CHC) This series is federal continuum of care (COC) grant with Non-profit agencies for providing a Community Coordinator job position to work with homeless prevention agencies in the community.</p> <p>Filed by grant number.</p>	H & E	C+5	Y	<p>C = Until grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</p>
<p>028 - Homeownership Development Program (HDP) Grants This series includes grants funded with federal HOME funds that provide for homeownership development of low/moderate income housing.</p> <p>Filed by grant number.</p>	H & E	C+5	Y	<p>C = Until grant closes.</p> <p>Electronic files are located on the Planning department's shared file.</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>