



Department of Education and Early Development
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 692 Schedule No: 04-692.1

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 692 - PAYROLL

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 confidential under AS 39.25.080. This is a new records retention and disposition schedule.

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 Elaine M. Hodl	Signature of Division Director 		Date 6-24-14
Attorney General/Designee Alan Birnbaum	Date 7/25/14	Commissioner of Administration/Designee FOR 	Date 7/14/14
State Archivist D. Dawson	Date 7/15/14	Records Analyst Valerie Rose	Date 7/15/2014

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Payroll Folders Semi-Monthly This series consists of time sheets, processing reports, worksheets and adjustment reports, and other records used to determine employees' gross pay. These reports are generated electronically by the payroll system or worksheet entry.</p> <p>Work papers such as leave value reports, salary distribution changes, benefit changes, health club reimbursements, schedule change notifications and related spread sheets may also be included.</p> <p>Arranged by first by calendar year and then by pay period.</p>	H & E	CY+3	Y	Official Record Copy.
<p>002 - Payroll Records Individual Employee Files This series contains copies of personnel memorandums, retroactive pay increase worksheets, leave cash-out worksheets, deduction paperwork, garnishments and compensation paperwork, current address and bank information, and requests for information (such as salary verifications).</p> <p>Arranged alphabetically by employee's last name.</p>	H	C+3		C = Until employee terminates. Official Record Copy.
<p>003.1 - Payroll Reports This series consists of final payroll master, payroll registers, gross salary reports, leave without pay (LWOP) and part-time (P/T) hours' reports.</p> <p>Arranged first by calendar year, then by pay period and alphabetically thereafter.</p>	H & E	CY+50	Y	Official Record Copy.
<p>003.2 - Payroll Reports (Master Microfilm)</p>	M	CY+50	Y	Previous years were microfilmed; current reports are now retained electronically. Official Record Copy.
<p>003.3 - Payroll Reports (Work Copy Microfilm)</p>	M	CY+50	Y	Previous years were microfilmed; current reports are now retained electronically.

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>004.1 - Defined Benefits/Defined Contribution Retirement Reports This series consists of PERS computer generated reports, semi-monthly reports, detail payroll, detail personnel changes and events, LWOP and workers' compensation hours, payroll adjustments, and signed summary reports. Member contribution reports consist of mandatory and supplemental deductions, effective date, social security number and monthly pay. Reports contain information for member contributions and employer contributions.</p> <p>Arranged first by calendar year, then by pay period and alphabetically thereafter.</p>	M	CY+50	Y	Official Record Copy.
<p>004.2 - Defined Benefits/Defined Contribution Retirement Reports (Master Microfilm)</p>	M	CY+50	Y	Previous years were microfilmed; current reports are now retained electronically. Official Record Copy.
<p>004.3 - Defined Benefits/Defined Contribution Retirement Reports (Work Copy Microfilm)</p>	M	CY+50	Y	Previous years were microfilmed; current reports are now retained electronically.
<p>005 - Defined Benefits/Defined Contribution Work Papers This series consists of a variety of reports used to balance the retirement contributions, such as batch transaction reports, time cards with LWOP or workers' compensation, requisition and backup, notifications, worksheets for balancing payroll to retirement, scattered hours, true ups and verification of service requests. Reports contain information for member and employer contributions.</p> <p>Arranged first by calendar year, then by pay period and alphabetically thereafter.</p>	H & E	CY+3		Official Record Copy.

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<p>006 - Federal and State Payroll Reports This series consists of 941s, Employment Security Contribution (ESC) and other reports sent to state or federal taxing authorities. Also includes copies of W-2 forms, and the data records used to produce the W-2 forms.</p> <p>Arranged alphabetically by quarter.</p>	E	CY+7		Official Record Copy.
<p>007 - Payroll Entries, Liabilities and Disbursements This series consists of journal vouchers, liability check copies, ACH transfers, and backup documentation.</p> <p>Arranged alphabetically by pay period.</p>	H & E	CY+3		Official Record Copy.

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