

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives & Records Management Services
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Schedule Number: 42003
 This record schedule supercedes # 42002
 Agency Id: 604
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC) SERVICING DEPARTMENT

A - Audit
 C - Until No Longer Active
 CY - Current Year
 CFY - Current Fiscal Year

M - After Microfilming
 Numerals - Years in Addition to Current Year
 P - Permanent
 TO - Term of Office

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. Unless otherwise noted, all records series are retained on a **Fiscal** year basis.

For all general administrative files, this agency will follow the retention periods listed in the *General Administrative Records Retention Schedule* Number 100.3; therefore, those records series have not been repeated in this schedule.

Statutory/Regulatory Authority: The AHFC was created by the legislature in 1971 (AS 18.56.010-900) with administrative regulations in 15AAC 150-155.

Definition of Terms: An in-house central file area is maintained (known within the agency as the "Records Center"). Off-site semi-active records storage is either the records contractor in Anchorage or Juneau. The choice of off-site storage facilities is up to AHFC. The term "Archives" refers to the Alaska State Archives in Juneau which is the final repository for permanently valuable historical State records. This schedule refers to all records, regardless of media. Unless otherwise indicated all records series are nonconfidential.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records. Duplicate electronic copies of records may be deleted as soon as administrative need is met and may not be retained longer than the approved retention period.

Pursuant to the provisions of AS 40.21 & 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Typed Name of Division Director	State Archivist		Date	Attorney General	Date
Nola Cedergreen, Dir. Admin. Svcs.	<i>Dean Jawa</i>		11/12/10	<i>Craig L. Kelley</i>	11/4/10
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nola Cedergreen</i>	9/28/10	<i>Linda L. Wynne</i>	10/21/10	<i>Ken J. Lewis</i>	10/29/10

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 42003				Agency ID: 604	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	General Administrative Correspondence Series is hardcopy and electronic and consists of incoming and outgoing correspondence with sub-servicers, brokers and others. Arranged chronologically.	CY	3	-	CY+3		Electronic Files: located in emails on individual PC's within the Servicing Department.
.02	Servicer & Broker Contracts Series is hardcopy and consists of material related to solicitation and award of contracts, including documents for the selection, award, and administration of contracts; RFP/RFQ; evaluation of responses; copy of selected proposal; notice of award; contract documents/amendments; and, payment records. Arranged alphabetically by vendor.	T	-	-	T		T=Until contract is terminated. Original Record in Risk Management.
.03	Seller/Servicer Eligibility Documents Series is hardcopy and consists of annual financial statements, authorized signature lists, copies of the contracts and fidelity bonds. Arranged alphabetically by servicer.	CY	3	-	CY+3		
.04	RFP/RFQ Responses Not Selected) Series is hardcopy and consists of responses to AHFC Requests for Proposals and Requests for Qualifications for servicer and broker contracts from those vendors not selected. Arranged chronologically.	C	-	-	C		C=Until administrative need is met. Refer also to the GRS, Item #'s 50-56, Procurement, Leasing & Property Records. Copy of Record in Risk Management.

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.05	<p>Litigation Files Series is hardcopy and electronic and consists of documents copied and maintained separately from the original files for use during active litigation only. Arranged numerically by AHFC loan number.</p>	C	2	-	C+2		<p>C=Until case is closed.</p> <p>Copy of Record in Risk Management.</p> <p>Electronic Files: located in emails on individual PC's within the Servicing Department.</p>
.06	<p>Consumer Relations Files Series is hardcopy and consists of consumer complaint case files regarding AHFC and its actions, including complaint/inquiry forms, and response letters. Active files are arranged by year and case number; closed files are arranged alphabetically within year closed.</p>	C	7	-	C+7		<p>C=Until case is closed.</p>
.07	<p>Servicing & Asset Management Guides Series is hardcopy and electronic and consists of AHFC Guides, such as Property Service Guide, Servicers' Guide, Property Management Guide, and desktop procedures. Arranged chronologically by type.</p>	P	-	-	-		<p>Electronic Master Files (on-line): located on the Intranet under Departments, Mortgage and on the Mortgage Operations Specialist's PC within the Mortgage Department.</p>
	<p>Master Microfilm:</p>	-	100	-	-		<p>Microfilmed previous documents into 17 rolls.</p>
	<p>Work Copy Microfilm:</p>	-	100	-	-		<p>Work copy is stored in the Records Center.</p> <p>Original silver is stored in offsite vault.</p>

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.08	<p>Seller/Servicer Loan Files Series is hardcopy and electronic and consists of loan files obtained from institutions that terminated as AHFC Servicers as well as those loans serviced by AHFC. Arranged numerically by AHFC loan number.</p>	T	7	-	T+7		<p>T=Until loan is Terminated or Paid Off.</p> <p>Electronic Files: located in the Mitas System Data Base.</p>
.09	<p>Unconventional Loan Files: Series is hardcopy and electronic and consists of loan documents for unconventional loans (closed under such programs as Building Material Loans, Emergency Reconstruction Loans, or Loans-To-Sponsors). Arranged numerically by AHFC loan number.</p>	T	7	-	T+7		<p>T=Until loan is Terminated or Paid Off.</p> <p>Electronic Files: located in the Mitas System Data Base.</p>
.10	<p>Servicer Collection/Daily Remittance & ALCS Reports Series is hardcopy and consists of Servicer monthly collection activities, including the daily concentration bank deposits, and reconciliations of the mortgage portfolio and ALCS update. Arranged by type of report.</p>	1	6	-	7		<p>ALCS=Actual Loan Collection System.</p>

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.11	Mortgage Loan Purchase Reports Series is hardcopy and includes vouchers submitted by sub-servicers for purchase of loans and computer reports documenting funding of the purchases. Arranged chronologically.	1	2	-	3		
.12	Custodial Account Reconciliations Series is hardcopy and includes Servicer reconciliations and copies of bank statements for each AHFC tax and insurance or principle and interest custodial account held by the Servicer. Arranged chronologically by type of reconciliation.	1	2	-	3		
.13	Reconciliations Series is hardcopy and electronic and consists of monthly collection activities and reconciliations of notes receivable, accounts receivable, and non-ALCS loans. Arranged chronologically.	1	2	-	3		Electronic Files: summary is located in the Servicing Department share drive in the Unconventional folder.
.14	Alaska Insurance Fund (AIF) Series is hardcopy and electronic and includes these AIF documents: premium billings, documentation of deposits, and reconciliations of Spreadsheets to the bank trust statements. Arranged chronologically.	1	6	-	7		Electronic Files: summary is located in the Servicing Department share drive in the "AIF" folder.

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.15	Home Ownership Assistance (HOF) Active Files Series is hardcopy and electronic and consists of eligibility agreements and annual recertification's. Arranged numerically by loan number.	C	T	-	-		C=Until administrative need is met. T=Held at Records Center until Paid off and then moved into .16. Electronic Files: located in the Mitas System Data Base.
.16	Home Ownership Assistance (HOF) Closed Files: Series is hardcopy and electronic and includes HOF files that have paid off, become Real-estate owned, or reimbursed AHFC for any excess HOF payments, eligibility agreements, and annual recertification. Arranged numerically by loan number within payoff year.	C	7	-	C+7		C= Until loan is Terminated or Paid Off. Electronic Files: located in the Mitas System Data Base.
.17	Home Ownership Assistance (HOF) Excess Subsidy Repayment Files: Series is hardcopy and electronic and consists of documents showing funds deposited that were received from borrowers for repayment of excess HOF subsidy. Arranged chronologically.	C	7	-	C+7		C=Until account is paid off. Electronic Files: located in the Mitas System-Data Base.
.18	Home Ownership Assistance (HOF) Excess Subsidy Repayment Reports: Series is hardcopy and includes various reports (hard copy and electronic) documenting HOF excess funds due and paid. Arranged chronologically.	C	7	-	C+7		C=Until account is paid off. Electronic Files: located in the Mitas System Data Base.

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.19	Delinquency Reports: Series is hardcopy and electronic and consists of various reports documenting monthly delinquency statistics. Arranged chronologically.	1	2	-	3		Electronic Files: located in the Mitas System Data Base.
.20	Servicing Department Shared Folder (Private, Servicing Department only) Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.	C	-	-	C		C=Until information is obsolete, superseded or administrative need met. Private: Only the Servicing Department.
.21	Servicing Department Shared Public Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the intranet under Public File System.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superseded or administrative need met.