



STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE	A - Audit	M - After Microfilming
ALASKA HOUSING FINANCE CORPORATION (AHFC)	C - Until No Longer Active	Numerals - Years in Addition to Current Year
COMMUNICATIONS DEPARTMENT	CY - Current Year	P - Permanent
	CFY - Current Fiscal Year	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 100.2; 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>[Signature]</i>	4-27-06	<i>[Signature]</i>	4/17/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>[Signature]</i>	3/30/06	<i>[Signature]</i>	4/6/06	<i>[Signature]</i>
				4/24/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 42101				Agency ID: 605	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	General Administrative Correspondence Series consists of hardcopy and electronic files which include incoming and outgoing correspondence such as memos, requests for information and responses. Filed chronologically.	3	-	-	3		Electronic Files: located on the Corporate Communications Specialist III's and the Corporate Communications Officer's PC's.
.02	Annual Reports Series consists of hardcopy and electronic files of Alaska Housing Finance Corporation and Alaska State Housing Authority (formerly Alaska Building Authority) annual reports. Filed chronologically.	C	-	P	-		Refer also to the GRS, Item #73, Annual Reports. C=Administrative need. Recommend microfilming. Recommend review for transfer to State Archives every 5 years. Copy of Record. Electronic Files: located on AHFC's website under, About Us.
.03	Agency Structure and History files Series consists of hardcopy and electronic files which include public relations files/scrapbooks, original press releases, copies of news clippings, videotapes, audiotapes, photographs, publications such as brochures and flyers, and speeches prepared and/or presented by the Chief Executive Officer or Communications personnel. Filed chronologically by subject.	C	-	P	-		Refer also to the GRS, Item #61, Program History Files. C=Administrative need. Recommend microfilming. Recommend review for transfer to State Archives every 5 years. Photographs must be identified; news clippings and articles must be dated, mounted, and source identified. Copy of Record. Electronic Files: located on the Corporate Communications Specialist III's, the Corporate Communications Officer's PC's, AHFC's website under About and News, and AHFC's Public shared folders under, Communications / Photos.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 42101				Agency ID: 605	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.04	Advertisements Series is hardcopy and includes original advertising documents for display ads and legal notices. Filed chronologically in binders.	3	-	-	3		Refer also to the GRS, Item #69, Advertisements, Legal. Copy of Record.
.05	Publications Series is hardcopy and includes brochures, flyers, and other publications produced by the Communications Department. Filed chronologically by subject.	3	-	P	-		Refer also to the GRS, Item #61, Program History Files. Copy of Record.
.06	Freedom of Information Act Information (FOIA) Series consist of hardcopy and electronic files which include requests from the public under FOIA, along with responses. Filed chronologically in binders.	4	-	-	4		6 AAC 96.320, AS 09.25.110, AS 09.25.120, AS 09.25.123 Copy of Record. Electronic Files: located on the Corporate Communications Officer's PC.
.07	Employee Newsletters Series consists of hard copy and electronic files which contain the AHFC internal newsletter. Filed chronologically.	3	-	-	3		Copy of Record. Electronic Files: located on the Intranet under Department, Comm. & EO. See .16 below.
.08	Travel Files Series is hardcopy and consists of copies of department travel documents. Filed chronologically.	3	-	-	3		Refer also to the GRS, Item #23, Travel Accounting. Copy of Record in Procurement Department.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 42101				Agency ID: 605	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.09	Budget Materials Series is hardcopy and includes budget materials for Communications Department. Filed by fiscal year.	CFY+2	-	-	3		Refer also to the GRS, Item #'s 1-3, Budget Preparation Records. Copy of Record in Budget Dept.
.10	Procurement Information Series is hardcopy and includes copies of documents, such as purchase requisitions and purchase orders sent for payment. Filed chronologically.	2	-	-	2		Refer also to the GRS, Item #'s 50-55, Procurement, Leasing & Property Records. Copy of Record in Procurement Dept.
.11	Legislation Series is hardcopy and electronic and includes copies of State legislation pertinent to AHFC. Filed chronologically by year and bill number.	C	-	-	C		Refer also to the GRS, Item #64, Legislation & Regulation Working Files. C=Until administrative need met. Recommend review for disposal every 5 years. Copy of Record with State Legislature. Electronic File: located with State Legislature Bill Tracking Management Facility.
.12	Working Files Series consist of hardcopy and electronic files which include annual report production, open house, conferences, enabling legislation, and program summary files used as reference material for annual reports and news releases. Filed alphabetically by subject.	C	-	-	C		C=Until administrative need met. Recommend review for disposal every 3 years. Copy of Record in originating departments. Electronic Files: located on all PC's within the Communications Department.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 42101				Agency ID: 605	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.13	Reference Materials Series consist of hardcopy and electronic files and includes directories, booklets, and brochures produced by other AHFC departments, and materials obtained at seminars. Filed alphabetically by subject.	C	-	-	C		Refer also to the GRS, Item #75, Technical Reference Files. C=Until administrative need met. Recommend review for disposal every 3 years. Copy of Record in originating department. Electronic Files: located on the intranet under Departments, Comm. & EO. See .16 below.
.14	Communication Department Shared Folder (Private, Communication Department only) Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use occasionally.	C	-	-	C		C=Until information is obsolete, superseded or administrative need met. Private: Only the Communication Department.
.15	Communication Department Shared Public Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located in AHFC's Public File System.	C	-	-	C		C=Until photo, form, spreadsheet or document obsolete, superseded or administrative need met.
.16	Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Communication. Files are informational in nature and contain policies and procedures for dealing with the Communication department.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superseded or administrative need met.