



STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

 ALASKA HOUSING FINANCE
 CORPORATION (AHFC)
 RECORDS CENTER

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 C - Until No Longer Active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 100.2; 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>Glenn A. Cook</i>		4/28/09	<i>Craig J. Tilley</i>	4/21/09
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nola Cedergreen</i>	3/2/09	<i>D. Dawson</i>	3/9/09	<i>Ken J. Jensen</i>	4/27/09

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 43803				Agency ID: 601	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	Records Retention Schedules Series includes all the official Records Retention Schedules for AHFC. Filed numerically by schedule number.	C+5	-	-	C+5		C=Until obsolete, superceded or administrative/management need is met. Copy of Record.
.02	Record Transfer Lists Series includes approved Record Transfer lists from Archives & Records Management Services in Juneau that allow stored material to be moved to off-site storage. Filed numerically by year.	C	-	-	C		C= Until last box on RTL is destroyed. Copy of Record.
.03	Records Disposition Forms Series includes signed AHFC forms relating to records disposition (such as Records Disposition Orders, Non-record and Record Certificates of Destruction, and Disposition Delay Requests). Also includes signed Records Disposition Authorization and Transmittal/Receipt forms from Archives & Records Management Services in Juneau and related correspondence. Filed chronologically.	2	3	-	5		Copy of Record.
.04	Statistical Reports Series includes monthly and other statistical reports which show Records Center activities, such as monthly activities, box deletions and additions, and project tracking. Filed chronologically by type.	3	-	-	3		Copy of Record.

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.05	General Administrative Correspondence Series includes incoming and outgoing correspondence. Filed chronologically.	1	2	-	3		Copy of Record.
.06	Box Deletion Sheets Series includes completed and signed box deletion forms. Filed chronologically.	2	-	-	2		Copy of Record
.07	Promissory Note Printouts Series includes computer printouts and other documents generated for Records Center internal audit of promissory notes. Filed chronologically.	C	-	-	C		C= Until next audit is complete. Copy of Record.
.08	Activity Tracking Documents Series contains signed receipts acknowledging delivery or pickup of such items as files, boxed material, and promissory notes. Filed chronologically.	1	-	-	1		Copy of Record.
.09	Purchasing Documents Series includes procurement documents such as purchase requisitions, purchase orders, invoices, and backup documents. Filed chronologically by type.	1	-	-	1		Copy of Record in Accounting Department.

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.10	Stored Material Location Reports Series includes various computer-generated reports which indicate the location of all material in the custody of the Records Center. Stored on CD and kept in the Records Center backup box.	C	-	-	C		C = Until superceded. Provides a means of manual operation in case of computer failure, power failure and/or natural disaster.
.11	Records Transfer Order Forms Series includes signed Records Transfer Order forms which reflect information necessary to transfer boxed storage from AHFC departments to Records Center custodial care. Filed numerically by box number.	C	-	-	C		C = Until box disposed or permanently retrieved. Copy of Record.
.12	Courier Receipts Series includes Records Center copy of courier receipts signed by receiver. Filed chronologically.	C	-	-	C		C = Until administrative need met Copy of Record in originating department.
.13	Blank Forms Series includes blank forms created by the Records Center. Filed numerically by form number.	C	-	-	C		C = Until form is obsolete Copy of Record
.14	Audit Reports Series includes audit reports, Records Center and off-site storage audits of files and boxes.	1	1	-	2		Copy of Record

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.15	Box Storage Database Files Series includes information relating to boxes tracked by the AHFC Records Center including description, accession number, destruction date, location, checkout history, etc. Files are electronic and stored on the AS400 (RCBOXES).	C	-	-	C		C = Until signatures for destruction on RDO and RDA are obtained and the due date is reached.
.16	Loan Files Storage Database Files Series includes information relating to files tracked by the AHFC Records Center including location in boxes, checkout history, etc. Files are electronic and stored on the AS400 (RCENTER).	C	7	-	T+7		C = Until administrative need met. T = Loan paid off or repossessed.
.17	Promissory Notes Storage Database Files Series includes information relating to Promissory notes tracked by the AHFC Records Center including location of note, checkout history, etc. Files are electronic and stored on the AS400 (RCPNMR00).	C	7	-	T+7		C = Until administrative need met. T = Loan paid off or repossessed.
.18	Project Files Storage Database Files Series includes information relating to Projects tracked by the AHFC Records Center including location of Project file, checkout history, etc. Files are electronic and stored on the AS400 (PJMSTR).	C	C	-	C		C = Until administrative need met. Note: Request Servicing Specialist review annually.

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		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.19	Project Work Folders Series is hardcopy only. Folders contain printouts, RTO's and worksheets related to the destruction of Mortgage and Servicing Records. Documents are used in boxing files, quality control, destruction and clearing files off of the AS400.	C	7	-	T+7		C = Until administrative need met. T = Loan paid off or repossessed.
.20	Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server. Files are informational in nature and contain policies and procedures for dealing with the Records Management department.	C	-	-	C		C=Until information is obsolete, superceded or administrative need met.
.21	Records Management Shared Folder (Private) Files Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superceded or administrative need met. Private: Just the Records Center work group.