



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ALASKA HOUSING FINANCE CORPORATION (AHFC)	C - Until No Longer Active	Numerals - Years in Addition to Current Year
FINANCE 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>		4/3/06	<i>[Signature]</i>	3/16/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	3/2/06	<i>[Signature]</i>	3/9/06	<i>[Signature]</i>	3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 44402				Agency ID: 561	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	Bond Series Project Files Series is hardcopy and electronic and consists of working project files and includes funding documents, cash flows, and correspondence for bond issues. Files are arranged by bond issue.	1	C+6	-	T+7		C = Until Administrative Need is Met T = Bond is Paid Off Electronic Files: located on Gulkana under, Finance.
.02	Bond Closing Documents (record copy) Series is hardcopy and electronic and includes official statements, indentures, offering circulars, and other legally pertinent documents related to a bond sale. Copies are in bound volumes by bond series.	1	-	P	-		Transfer bound set annually to Juneau Electronic Files: located on Gulkana under, Finance.
.03	Bond Closing Documents (reference copies) Series is hardcopy and electronic and includes Official Statements and Indentures.	C	C+6	-	T+7		C = Until Administrative Need is Met T = Bond is Paid Off Electronic Files: located on Gulkana under, Finance.

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.04	<p>Financial Analysts' Project Files</p> <p>Series is hardcopy and electronic and consists of Analysts' working files which include redemption notices, audit letters for funding, certificates for bond coverage arranged in booklets, weekly activity reports, bond and note mortgage information and pool information. Files are specific to particular bond issues and are arranged in date order.</p>	1	2	-	T+3		<p>T = Bond is Paid Off</p> <p>Electronic Files: located on Gulkana under, Finance.</p>
.05	<p>Cash Manager's Files</p> <p>Series is hardcopy and electronic and includes correspondence; faxes/wire transfers; tickets and/or confirmations of transactions such as Certificates of Deposit, Euro-Commercial Paper, Treasury Notes; and wiring instructions. Files are arranged in date order.</p>	1	2	-	3		<p>Electronic Files: located on Gulkana under, Finance and SYMPRO on Silver.</p>
.06	<p>Chief Financial Officer/Financial Director's Files</p> <p>Series is hardcopy and electronic and consists of working project files and includes funding documents, cash flows, and correspondence for bond issues produced by the CFO/FD for bond issues. Files are arranged by bond issue.</p>	1	C+6	-	T+7		<p>C = Until Administrative Need is Met</p> <p>T = Bond is Paid Off</p> <p>Electronic Files: located on Gulkana under, Finance.</p>

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.07	Statistical Abstract Report (record copy) Series is hardcopy and consists of a monthly publication by AHFC, known originally as the "Whole Earth Catalog."	1	-	P	-		Transfer Annually to the State Archives
.08	Statistical Abstract Report (reference copy) Series is hardcopy and electronic.	1	1	-	2		Electronic Files: located on Gulkana under, Finance and on the AS400.
.09	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 Finance department.	C	-	-	C		C=Until information is obsolete, superceded or administrative need met.
.10	Finance Department 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: Only the Finance Department work group.