



STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

**ALASKA HOUSING FINANCE CORPORATION (AHFC)
 CONSTRUCTION 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 C - Until No Longer Active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 100.2; 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.		4/3/06		3/16/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
	3/2/06		3/9/06	

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 44903				Agency ID: 281	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p>Construction Project Files Series includes reading files, budget files, contractor files, specifications, and A & E files. See Construction Records Retention Manual for detailed description of each type of file. Filed alphabetically by project name.</p> <p><i>REMARKS:</i> <i>EXTEND .01 project files ONE to TWO years, ONLY as needed, to include CONTRACTOR AND A/E Files or special reports pertaining to site CONDITIONS AND development.</i></p>	C	6	-	T+6	X	<p>C=Until administrative need met. T=Project complete and audit concluded. Recommend Microfilming. Copy of Record. Statute of limitations is 6 years (AS 09.10.050) Note: Move .01 Project Files to .02 below after 6 years expires. Includes Architectural & Engineering, contractor files, change orders, DCVR's, RFP's, submittals, and special reports pertaining to site conditions and development.</p>
.02	<p>Project As-Built Plans and Submittals Series includes completed as-built plans, project inspection photos/books, and RFP/TTBs for design. Filed by project name and number.</p>	C+2	28	-	T+30	X	<p>T=Project complete. The 30-year retention is a review date to determine if the State still has a legal interest. Recommend microfilming. Copy of Record.</p>
.03	<p>Assessment Files Series consists of hardcopy and electronic files which includes physical and environmental assessments. Filed alphabetically by project name.</p>	T	T+30	-	T+30		<p>T=Assessment complete. Copy of Record. Electronic Files: information stored on CD's and reviewed every 6 years.</p>

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.04	<p>Comprehensive Grant/Capital Fund Program/ Replacement Housing Factor Files Series consists of hardcopy and electronic files which includes five-year plan, PNA's, annual statements, annual performance and evaluation reports and revisions. Filed alphabetically.</p>	C	T+5	-	T+5		<p>C=Until administrative need met. T=Grant fully expended. Copy of Record.</p> <p>Electronic Files: located on the Management Specialist I's PC's.</p>
.05	<p>General Administrative Correspondence Series consists of hardcopy and electronic files which includes incoming and copies of outgoing correspondence (non-project) such as energy, environmental, special issues, legislative requests, intra and interoffice, and requests for information. Filed chronologically by subject.</p>	1	2	-	3		<p>Correspondence maintained in electronic format must meet same retention requirements as hard copy.</p> <p>Refer also to the GRS 100.2, Item 62, General Correspondence Files.</p>
.06	<p>Budget Files Series includes 10-year plans, capital budget requests, operating and Deferred Maintenance budgets. Filed chronologically.</p>	C	-	-	C+6		<p>Refer also to GRS 100.2, Items 1-3, Budget Preparation Records.</p>
.07	<p>Regulatory Agency Directives Series includes HUD PHA circulars. Filed chronologically.</p>	C	-	-	C		<p>C=Until obsolete or superceded. Copy of Record with originating agency. Refer also to the GRS 100.2, Item 75, Technical Reference Files.</p>

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.08	Technical Reference Materials Series includes construction information on materials, equipment, and appliances. Filed alphabetically by subject.	T	-	-	T		T=Until obsolete or superceded. Copy of Record with originating agency.
.09	Construction Department Shared Folder (Private, Construction 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, superceded or administrative need met. Private: Only the Construction Department.
.10	Construction 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, superceded or administrative need met.