

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives & Records Management Services
 PO Box 110525
 141 Willoughby Avenue
 Juneau, AK 99811-0525
 465-2276 Voice; 465-2465 Fax



Schedule Number: 45203
 Agency Id: 563
 Page 1 of 6

STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

SUPPLY AND LOGISTICS 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 C - Until No Longer Active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.	D. Dawson		4/22/10	Craig J. Telley	4/12/10
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nola Cedergreen</i>	3/4/2010	D. Dawson	4/2/10	<i>Ken G. Lewis</i>	4/21/10

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45203				Agency ID: 563	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	Project & Department Files Series includes fixed asset information forms which reflect acquisition, transfer, and disposition information about fixed assets and documentation on disposal by auction or delivery of surplus assets to State Surplus. Filed chronologically by asset number.	CFY	2	-	CFY+2		Copy of Record.
.02	Project Inventory Files Series includes computer-generated printouts, and related correspondence. Filed chronologically by dept/project number.	CFY	2	-	CFY+2		Copy of Record.
.03	Warehouse Orders & Transaction Reports Series includes signed Ariba purchase orders for warehouse stock orders and computer-generated reports showing inventory transactions by stock number and budget code. Filed chronologically.	CFY	2	-	CFY+2		Copy of Record.
.04	Warehouse Physical Inventory Report Series consists of computer-generated printouts of the annual warehouse physical inventory. Filed chronologically.	CFY	2	-	CFY+2		Copy of Record.
.05	General Correspondence Series consists of incoming and outgoing general correspondence. Filed chronologically by topic.	1	2	-	3		Refer also to the GRS, Item 62, General Correspondence Files & Central Files.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45203				Agency ID: 563	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.06	Vehicle Files Series includes copies of title, vehicle acquisition purchase requisitions, purchase orders and invoices. Also includes copies of certificate of origin, registration, license plate application, and other related information. Filed by vehicle number.	C	1	-	C+1		C = Until AHFC no longer owns vehicle. Copy of Record in Risk Management. Refer also to the GRS, Items 53 & 54, Automotive Management (Major & Minor)
.07	Vehicle Related Information Series includes inspection reports, copy of vehicle repair purchase orders, purchase requisitions, invoices, vehicle correspondence, and other related information. Filed by vehicle number.	CFY	2	-	CFY+2		Copy of Record. Refer also to the GRS, Items 53 & 54, Automotive Management (Major & Minor)
.08	Budget Materials Series consists of Supply and Logistics budget materials. Filed by fiscal year.	CFY	2	-	CFY+2		Copy of Record in Budget. Refer also to the GRS, Items 1-3 Budget Preparation Records
.09	Courier Receipts Series consists of signed courier receipts for deliveries by Supply and Logistics couriers. Filed chronologically	18 mos	-	-	18 mos		Copy of Record.
.10	Electronic Courier Receipt Database Files Series consists of electronic records of courier receipts generated by the Courier Receipt program within CCS.	2	-	-	2		Electronic Files: On CCS Submit work request to Information Systems annually to purge the database of records older than 2 years.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45203				Agency ID: 563	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.11	Receiving Documents/Packing Slips Series consists of receiving documents and packing slips to verify delivery and assign claim numbers. Filed chronologically.	18 mos	-	-	18 mos		Copy of Record in Accounting.
.12	Supply Catalog Series consists of the Supply and Logistics warehouse catalog. Filed chronologically.	C	-	-	C		C = Until no longer current.
.13	Freight Bills Series consists of original freight bills which are matched with purchase orders for verification of delivery. Filed chronologically.	C	-	-	C		C = Until processing complete. Copy of Record in Accounting.
.14	Material Safety Data Sheets (MSDS) (Originals): (Electronic): Original sheets required to be kept at site of hazardous materials and arranged alphabetically in binders.	C C	- -	- -	C C		C = Until hazardous material no longer stored in warehouse. C=Until item no longer at any AHFC location. Refer also to the GRS, Item 106, Hazard Communications and MSDS. Copy of Record in Risk Management. Electronic Files: On MSDS Pro under the server McArthur.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45203				Agency ID: 563	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.15	Fixed Asset Module Database Files Series consists of electronic records within CCS relating to individual fixed assets and contains acquisition, descriptive, location, and transaction data.	C	2	-	C+2		C = Asset disposed. Submit work request to Information Systems annually to purge the database of assets which have been disposed of more than two years ago.
.16	Inventory Control Database Files Series consists of electronic records within CCS relating to warehouse stock inventory and consists of requisition history to include general ledger codes of purchasing departments, quantities purchased, date purchased, etc.	2	-	-	2		Submit work request to Information Systems annually to purge the database of inventory control information relating to stock items which is older than two years.
.17	Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Raven server. Files are informational in nature and contain policies and procedures for dealing with the Supply and Logistics department and Ariba information.	C	-	-	C		C=Until information is obsolete, superseded or administrative need met.
.18	Supply and Logistics 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 is obsolete, superseded or administrative need met. Private: Only the Supply and Logistics work group.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45203				Agency ID: 563	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.19	<p>Monthly Activity Reports Series is electronic only and consists of information submitted monthly to the Director of Administrative Services and reports the activity of the department. The reports contain text and statistical charts. Filed chronologically.</p>	3	-	-	3		Electronic Files: located in Supply and Logistics Shared Folder (Private)
.20	<p>Purchasing Documents Series is hardcopy and consists of copies of purchase requisitions and purchase orders for use by Supply and Logistics buyers to monitor purchases they are currently working.</p>	C	-	-	C		Copy of Record in Ariba. May refer also to the GRS, Items 20-32 General Accounting Records.
.21	<p>Ariba Data Series is electronic and includes Purchase Requisitions, Purchase Orders, Travel Authorizations, Expense Reports, Requests for Proposals, Requests for Information, Requests for Quotes, Invitations to Bid, Contract Information, Purchase Card Reconciliation, and Invoice Payments. Typically filed numerically but can be accessed chronologically or any number of different methods if granted authority.</p>	C	-	-	C		Copy of Record. Electronic Files: All data is located on Ariba's servers. May refer also to the GRS, Items 20-32 General Accounting Records.
.22	<p>Reference Material Series consists of vendor catalogs and flyers used by buyers during purchasing functions.</p>	C	-	-	C		Refer also to the GRS, Item 77 Technical Reference Files.