

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives & Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276 Voice; 465-2465 Fax



Schedule Number: 45302
 Agency Id: 649
 Page 1 of 8

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE
 CORPORATION (AHFC)
 PHD HOUSING SUPPORT & COMPLIANCE

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 C - Until No Longer Active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	Date
	4/2/06		3/9/06		3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302			Agency ID: 649		
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p>Tenant Accounting Module Reports Series is hardcopy and electronic and includes the following computer-generated reports, filed chronologically by report:</p> <ul style="list-style-type: none"> • SR901 – Supervisor Over Ride Audit Report • TAR002 – Accounts Receivable Transaction • TAR005D – Repayment Agreement Detail Status Report-Before Roll Over • TAR005D – Repayment Agreement Detail Status Report-After Roll Over • TAR121 – Monthly Tenant Ledger by Area, Project, Unit • TAR140 - Rent Roll • TAR505 – Batch Totals • TAR525 – Accounts Receivable Transactions • TAR530 – Accounts Receivable Totals to be Billed • TAR530E – Non-Dwelling Unit Report • TAR600 – Housing Inventory Cross Reference Report-Untenanted • TAR600 – Housing Inventory Cross Reference Report-By Area, By Project • TAR830 – HUD 51234 Occupancy Report • TARU900 – Deferred Charges Report • UDR00155 – Month End Security Report • UDR00170 – Autobill Status Report • UDR00309 – Current Month-to-Date Balance Report-Before Roll Over ▪ URD00309 – Current Month-to-Date Balance Report-After Roll Over ▪ FSS Finals ▪ Utility Reports/backup calculations 	CFY	CFY+30	-	CFY+30	X	<ul style="list-style-type: none"> • AHFC Copy of Record. • Recommend microfilming. • Historical material required for disputes/litigation. • Beginning in FY2004 documents are stored on CD by the Housing Management Specialist. <p>Electronic Files: located on Public File Server (2-3 yrs; convenience/auditing)</p>

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.02	<p>Section 8 Existing Module Reports Filed chronologically. Series is hardcopy and includes the following computer-generated reports:</p> <ul style="list-style-type: none"> ▪ S8R710 - Print Vendor Void Check Register ▪ S8R711 - Print Client Void Check Register ▪ S8R910-769 - ACC Allocations and Utilization Report ▪ S8RHH-769 - Hard to House Report ▪ UDR00113 - Certificate Summary by ACC ▪ UDR00139-769 - Rent Schedule for all ACCs ▪ S8R510T Check Run Trial ▪ S8R521, 525, 526 Various Adjustment Reports ▪ Reports and memos regarding ACCs - new, old, and replaced. 	CFY	CFY+10	-	CFY +10	X	Copy of Record.
.03	<p>Housing Eligibility Module Reports Filed chronologically. Series is hardcopy and electronic and includes the following computer-generated reports:</p> <ul style="list-style-type: none"> • Wait List for all applicants • Audit Report for Family Data • Audit Report of Master File. 	CFY	CFY +10	-	CFY +10	X	<p>Copy of Record.</p> <p>Beginning FY2004 reports are saved to CD by the Housing Management Specialist.</p> <p>Electronic Files: located on Gulkana under PHD (Public File Server, not on PCs)</p>

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.04	<p>Policies and Procedures Manuals Series is hardcopy and electronic and includes Public Housing Division policies and procedures manuals for programs such as Section 8 Existing, Section 8 New, Low Rent Administration and Occupancy, Collections, and Tenant-Based Assistance. Filed by program, on disk.</p>	C	C+20	-	C+20		<p>C = Until superseded</p> <p>Electronic Files: located on the Management Specialist's PC and CD's.</p>
.05	<p>Utility Allowance Schedule Files Series is hardcopy and electronic and includes such files as utility allowance schedules for AKWARM, energy calculations, energy audits, and utility companies. Filed chronologically by area by program and project.</p>	C+2	C+3	-	C+5		<p>C = Until administrative need met Copy of Record.</p> <p>Electronic Files: located on the Housing Administrative Specialist I's PC's and on the intranet under, PHD.</p>
.06	<p>General Administrative Correspondence Filed chronologically. Series is hardcopy and electronic and consists of :</p> <ul style="list-style-type: none"> ▪ Numbered memos related to Section 8 Vouchers, Section 8 New, and Conventional Low Rent ▪ Incoming and outgoing correspondence for the Housing Support and Compliance department. ▪ Housecalls Newsletters ▪ Miscellaneous HUD Correspondence ▪ HUD Correspondence regarding Section 8 Project Conversions 	C+2	C+3	-	C+5		<p>Electronic Files: located on various PC's within the PHD Department.</p>

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.07	Project Leases and Cooperative Agreements Series is hardcopy and includes copies of leases and agreements for each of the field office rentals in addition to hair salon, food service, day care, and cooperative agreements for each development. Filed alphabetically by area by project.	C	5	-	C+5		C = Until terminated Copy of Record in Risk Management.
.08	Section 8 Portability Series is hardcopy and electronic and consists of active and inactive client files for clients that have "ported" out of state to another PHA.	C	5	-	T+5		C = while active; T= terminated HUD requires 3 year retention on inactive clients. Copy of record. Electronic Files: located on the Housing Management Specialist I's PC's.
.09	5(h) Homeownership Program Series is hardcopy and electronic and consists of advertisements, contracts, applications, miscellaneous correspondence.	C	C+5	-	C+5		Copy of record in Risk Management. Electronic Files: located on the Program Administrator / Resident Services PC.
.10	Grievance Hearing Documentation Series is hardcopy and consists of all documents related to hearings conducted within the Section 8 Voucher, Section 8 New and Conventional Low Rent programs. File chronologically. Includes taped media.	C+2	C+8	-	C+10	X	Copy of Record.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.11	Audit Files Series is hardcopy and electronic and includes copies of external and internal audit reports and PHD's responses. Filed chronologically by area by development or program.	C+2	-	-	C+2		C = Until administrative need met Copy of Record with Public Housing Director. Electronic Files: located on various PC's within the PHD Department.
.12	Section 8 New Construction Series is hardcopy and includes: <ul style="list-style-type: none"> • Vouchers/ HAP documents • Correspondence 	C+1	C+29	-	C+30		Copy of record.
.13	50058 Transmissions (All Programs) Series is hardcopy and electronic and includes: <ul style="list-style-type: none"> • Transmission Receipts • Validation Reports • PIC Error Reports 	C+1	C+4	-	C+5		Copy of record. Electronic Files: located on the Housing Management Specialist's PC's.
.14	Cash Receipts (LR & S8N) (Boniface only) Series is hardcopy and includes: <ul style="list-style-type: none"> • Adjustments • Receipts 	1	6	-	7		Copy of record.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.15	Resident Services Series is hardcopy and includes: <ul style="list-style-type: none"> • PHDEP Grant Files • FSS Program and Participant Files • Service Coordination Grant Files • Other Correspondence/General Files 	C+1	C+9	-	C+10		C = duration of grant period. Copy of record.
.16	Turnkey Series is hardcopy and includes: <ul style="list-style-type: none"> • Closed files of past participants • Close out documents/general correspondence 	C	C+50	-	C+50		Turnkey= Outdated HUD rural build/finance program. Copy of record.
.17	Inactive Programs Series is hardcopy and includes: <ul style="list-style-type: none"> • Remote 200 • Bartlett Housing • Mutual Help 	C	C+50	-	C+50		Copy of record. Historical documents.
.18	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 PHD Housing Support Department.	C	-	-	C		C=Until information is obsolete, superceded or administrative need met.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 45302				Agency ID: 649	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.19	<p>PHD Housing Support Department Shared Folder (Private) Files</p> <p>Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p>	C	-	-	C		<p>C=Until form, spreadsheet or document obsolete, superceded or administrative need met.</p> <p>Private: Accessed by PHD Department work group only.</p>
.20	<p>PHD Housing Support Department Shared Public Files</p> <p>Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the intranet under Public File System.</p>	C	-	-	C		<p>C=Until form, spreadsheet or document obsolete, superceded or administrative need met.</p>