



STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

<b>DEPARTMENT OF REVENUE</b>	A - Audit	M - After Microfilming
	C - Until No Longer Active	Numerals - Years in Addition to Current Year
	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>	4/4/06	<i>[Signature]</i>	3/16/06
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	3/9/06	<i>[Signature]</i>	3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48001				Agency ID: 610	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<b>Board of Directors Materials</b> Series consists of hardcopy and electronic format of agenda packets with attachments and exhibits, minutes, and transcripts of meetings and public hearings and includes proofs of publication. Filed chronologically.	2	-	-	M	X	M = After microfilming. Original hardcopy to be destroyed after microfilm certified "true and correct". <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.
.02	<b>Board of Directors Materials (master microfilm)</b>	-	2	P	-		P = Transfer to State Archives. Copy of Record.
.03	<b>Board of Directors Materials (workcopy microfilm)</b>	-	C	-	C		C = Until administrative need met. Recommend review for disposal every 5 years.
.04	<b>General Subject Files</b> Series consists of hardcopy and electronic correspondence and information related to the organization and function of the corporation and its departments. Filed chronologically by subject.	1	2	P	-		P = Transfer to State Archives. Copy of Record. <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.

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.05	<b>Reading Files, Executive Officers</b> Series consists of copies of outgoing letters and memoranda signed by the Chief Executive Officer/Executive Director and Deputy Executive Director. Filed chronologically by author.	1	2	-	M	X	M = After microfilming or scanned for CD.  Original hardcopy to be destroyed after microfilm or CD certified "true and correct".
.06	<b>Reading Files, Executive Officers (master microfilm or CD)</b>	-	2	P	-		P = Transfer to State Archives. Copy of Record.
.07	<b>Reading Files, Executive Officers (workcopy microfilm or CD)</b>	-	C	-	C		C = Until administrative need met. Recommend review for disposal every 5 years.
.08	<b>Strategic Plan</b> Series consists of hardcopy and electronic strategic plans adopted by the Board of Directors to guide the corporation. Filed chronologically.	2	-	-	M	X	M = After microfilmed. Original hardcopy to be destroyed after microfilm certified "true and correct".  <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.
.09	<b>Strategic Plan (master microfilm)</b>	-	2	P	-		P = Transfer to State Archives. Copy of Record.

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.10	<b>Strategic Plan (workcopy microfilm)</b>	-	C	-	C		C = Until administrative need met. Recommend review for disposal every 5 years.
.11	<b>Government Correspondence</b> Series consists of hardcopy and electronic files which include incoming and copies of outgoing correspondence from all government entities, including State of Alaska, United States and their representatives. Filed chronologically by topic.	2	1	-	3		Copy of Record.  <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.
.12	<b>Legal Documents</b> Series includes documents related to legal issues such as Energy Rated Homes, Bank of America, and ethics issues. Filed alphabetically by subject.	C+2	-	-	C+2		C = Until administrative need met. Copy of Record in Dept. of Law.
.13	<b>Purchasing Documents</b> Series includes hardcopy and electronic files containing copies of purchase requisitions and purchase orders. Filed by fiscal year.	CFY+1	-	-	CFY+1		Copy of Record in Accounting Dept.  <b>Electronic files:</b> located on CCS Select in the Procurement Department.

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.14	<p><b>Travel Documents</b> Series consists of hardcopy and electronic copies of travel documents for staff in executive service. Filed chronologically by travelers' name.</p>	2	-	-	2		<p><i>Accounting</i> Copy of Record in Procurement Dept. <b>Electronic files:</b> located on CCS LIB</p>
.15	<p><b>National Council of State Housing Agencies (NCSHA)</b> Series includes hardcopy and electronic files containing membership, legislative, travel and meeting information. Filed chronologically.</p>	1	-	-	1		<p>Copy of Record. <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.</p>
.16	<p><b>Appointment Calendars and Telephone Logs</b> Series includes appointment calendars and telephone messages and logs for executive officers. Filed chronologically by person.</p>	1	-	-	1		Copy of Record
.17	<p><b>Legislation</b> Series includes hardcopy and electronic files containing copies of State legislation pertinent to AHFC. Filed chronologically by year and bill number.</p>	C	-	-	C		<p>C = Until administrative need met. Recommend review for disposal every 5 years. Copy of Record in State Legislature. <b>Electronic files:</b> located on the Chief Executive Officer's, Deputy Executive Director's and Executive Assistant's PC's.</p>

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.18	<b>Intranet Files</b> 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 Executive Offices department.	C	-	-	C		C=Until information is obsolete, superceded or administrative need met.
.19	<b>Executive Offices Department Shared Public Files</b> 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.