



STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE  
 CORPORATION (AHFC)  
 ADMINISTRATIVE SERVICES 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 C - Until No Longer Active  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. Tilley	4/12/10
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	3/1/2010	D. Dawson	4/2/10		4/2/10

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48102				Agency ID: 612	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<b>Protests/Appeals Decisions</b> Series is hardcopy and includes decisions made by the Chief Procurement Officer related to protests and appeals on corporate Requests for Proposals (RFP), contracts, or grants. Filed Chronologically.	C+1	5	-	C+6		C=Until decision issued. Copy of Record.
.02	<b>General Administrative Correspondence</b> Series is hardcopy and consists of incoming and outgoing departmental correspondence. Filed chronologically by author.	1	2	-	3		Copy of Record  Refer also to the GRS, Item 62, General Correspondence Files.
.03	<b>HUD Correspondence</b> Series is hardcopy and consists of copies of incoming correspondence from Housing and Urban Development (HUD). Filed chronologically.	2	-	-	2		Copy of Record in Public Housing Director's Office.
.04	<b>Budget Materials</b> Series is hardcopy and consists of copies of original and draft budget reports generated by Administrative Services, including general ledger reclassifications and budget revisions. Filed by fiscal year.	CFY+2	-	-	CFY+2		CFY= Current Fiscal Year. Copy of Record in Budget Dept.  Refer also to the GRS, Item 1, Agency Budget Request (Final Submission), Item 2, Agency Budget Workpapers (Original Preparation File) & Item 3, Program Unit Budget Request Files (Working File).

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.05	<b>Appointment Calendars and Telephone Logs</b> Series is hardcopy and consists of appointment calendars, telephone message logs and telefax logs, including those from the corporate reception area. Filed chronologically.	1	-	-	1		Copy of Record.  Refer also to the GRS, Item 76, Transitory & Misc. Admin. Information & Item 93, Mail & Telephone Records. <b>Electronic Files:</b> Appointment books also kept in Outlook.
.06	<b>Telephone Billing Information</b> Series is electronic only and consists of detail of long distance, cellular and blackberry activity for Anchorage offices. Filed chronologically.	C+1	-	-	C+1		C=Current Calendar Year  Copy of Record in Accounting Dept. Refer also to the GRS, Item 93, Mail & Telephone Records.  <b>Electronic Files:</b> located under \\ahfc\DFS\Public\Administrative Services\Administration\Phone Accounts
.07	<b>Departmental Policies/Directives</b> Series is hardcopy and electronic and consists of directives or policy decisions for Administrative Services departments (Risk Management, Supply and Logistics, Records Center, and Contract Compliance). Filed chronologically by department.	C	-	-	C		C=Until superseded. Copy of Record.  Refer also to the GRS, Item 67 & 68, Program Policies & Procedures, Major & Routine.  <b>Electronic Files:</b> located on \\ahfc\DFS\Public\Administrative Services\Administration

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.08	<b>Technical Reference Materials</b> Series is hardcopy and includes documents and reference materials for use in research for protest/appeals decision. Filed alphabetically by subject.	C	-	-	C		C=Until administrative need met. Copy of Record in originating office. Refer also to the GRS, Item 77, Technical Reference Files.
.09	<b>Check Logs</b> Series is hardcopy and electronic and consists of a spreadsheet of checks received at the Boniface Office through the mail, by courier, or received in person. Electronic version also contains a scan of the check. Filed by calendar year.	C+2	-	-	C+2		C=Current Year  Convenience copy only. Accounting has copy of Record.  <b>Electronic Records:</b> Public scan of check log only located at \\ahfc\DFS\Public\Administrative_Services\Administration  Administrative scan of check log and checks located at \\ahfc\DFS\Administrative_Services\Administration
.10	<b>Pcard documents</b> Series is hardcopy and electronic and consists of pcard statements scanned for pcard users/department and reconciliation documentation for pcard payments. Filed by calendar year.	C+1	-	-	C+1		Accounting has the hardcopy statements for each user. <b>Electronic Files:</b> Public scan of statements located at \\ahfc\DFS\Public\Administrative_Services\Administration

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.11	<p><b>Administrative Services Department Shared Folder (Private, Administrative Services only)</b> Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p>	C	-	-	C		<p>C=Until information is obsolete, superceded or administrative need met.</p> <p><b>Electronic Files:</b> located on \\ahfc\DFS\Public\Administrative Services\Administration</p> <p><b>Private:</b> Only the Administrative Services Department work group.</p>
.12	<p><b>Administrative Services Department Shared Public Files</b> 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> <p><b>Electronic Files:</b> located on \\ahfc\DFS\Public\Administrative Services\Administration</p>
.13	<p><b>Intranet Files</b> Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Administrative Services. Files are informational in nature and contain policies and procedures for dealing with the Administrative Services department.</p>	C	-	-	C		<p>C=Until form, spreadsheet or document obsolete, superceded or administrative need met.</p> <p><b>Electronic Files:</b> located on <a href="http://athome/adm/index.htm">http://athome/adm/index.htm</a></p>