



STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE	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	C - Until No Longer Active	Numerals - Years in Addition to Current Year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. Staff may also refer to the GRS 100.2, Items 50-55, Procurement, Leasing & Property Records for records which may not have been listed on this schedule.

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>		8-10-06	<i>[Signature]</i>	8/2/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	7/12/06	<i>[Signature]</i>	7/29/06	<i>[Signature]</i>	8/7/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48201				Agency ID: 623	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p>Contracts</p> <p>Series is hardcopy and includes contracts such as those related to Architects & Engineers, Construction & Labor Standards (HUD and State funded), Invitations to Bid (ITB), Requests for Proposals (RFP), and Requests for Qualifications (RFQ). Documents may include: copy of contract, purchase orders, audio tapes of pre-bid conference and pre-proposal meetings, insurance certificates, change orders, pay requests, compliance reviews, employment reviews, certified payrolls, wage determinations, proofs of publication, original RFP, RFQ or ITB and responses, and related correspondence. Filed alphabetically by project name.</p>	C+3	3	-	C+6	X	C=Until terminated/closed. Recommend microfilming vital records. Copy of Record.
.02	<p>Housing and Urban Development (HUD) Files</p> <p>Series is hardcopy and includes correspondence, memos, reports such as Section 3, Minority Business Enterprise (MBE), and Women's Business Enterprise (WBE), and wage requests and wage determinations from HUD. Filed chronologically.</p>	CFY+3	7	-	CFY+10		Copy of Record.
.03	<p>Procurement Logs</p> <p>Series is hardcopy and includes logs for documents such as travel authorizations and construction projects. Original contracts are sent to Risk Management. Filed chronologically by category.</p>	6	-	-	6		Copy of Record.

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.04	External Audit Reports Series is hardcopy and consists of audit reports from external agencies such as HUD and the department's responses. Filed chronologically.	3	-	-	3		Copy of Record.
.05	Internal Audit Reports Series is hardcopy and consists of internal audit reports and the department's responses. Filed chronologically.	3	-	-	3		Copy of Record in Internal Audit.
.06	Responses to ITB/RFP/RFQs (Not Selected and Not Awarded) Series is hardcopy and electronic and consists of responses to AHFC Invitations to Bid, Requests for Proposals (RFP), and Requests for Qualifications (FRQ) from respondents not selected or not awarded. Documentation for evaluation, selection, and award process is in the contract file of the successful respondents. Filed chronologically.	3	-	-	3		Copy of Record. Electronic Files: located on the Procurement Specialist IV/Manager's and Procurement Officer's PC's.
.07	General Administrative Correspondence Series is hardcopy and electronic and consists of general internal and external incoming and copies of outgoing general correspondence. Filed chronologically.	1	2	-	3		Electronic Files: located on the Procurement Specialist IV/Manager's and Procurement Officer's PC's. Refer also to the GRS 100.2, Item 62, General Correspondence Files.
.08	Budget Documents Series is hardcopy and consists of working papers in preparation for annual departmental budget requests and copies of approved budgets. Filed chronologically.	3	-	-	3		Copy of Record in Budget. Refer also to the GRS 100.2, Items 1-3, Budget Preparation Records.

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.09	Purchasing Documents Series is hardcopy and electronic and consists of copies of departmental purchase requisitions and purchase orders. Filed chronologically by fiscal year.	CFY+1	1	-	CFY+2		Copy of Record in Accounting. Electronic Files: located in CCS Select.
.10	Vendor Purchase Orders Series is hardcopy and electronic and includes original purchase requisitions for small procurement purchases, sole source, and travel authorizations. Filed chronologically.	C+1	-	-	C+1		C=Until closed. Copy of Record in Accounting. Electronic Files: located in CCS Select.
.11	Travel Billing Information Series is hardcopy and electronic and includes billing and reconciliation materials for credit card charges such as airline tickets and other travel-related documents. Filed chronologically.	1	-	-	1		Copy of Record in Accounting. Electronic Files: located on the Admin Assistant III's PC's. Refer also to the GRS 100.2, Item 23, Travel Accounting.
.12	Procedures Manuals Series is hardcopy and electronic and includes Procurement desk manuals such as the travel guide, general internal procedures, procedures for the administrative assistant, and other reference manuals like the CCS guide. Filed by subject.	C	-	-	C		C=Until superseded or obsolete. Copy of Record. Electronic Files: located on the Portage intranet under, Procurement. Refer also to the GRS 100.2, Items 67 & 68, Program Policies & Procedures.

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.13	<p>Transitory and Miscellaneous Administrative Information</p> <p>Series is hardcopy and electronic and includes delegation of authority, field purchase order files, accounts payable backup, and sole source approval files. Filed chronologically by subject.</p>	C	-	-	C		<p>C=Until administrative need met. Copy of Record.</p> <p>Electronic Files: located on the Portage intranet under, Procurement. Refer also to the GRS 100.2, Item 76, Transitory Misc. Administrative Information.</p>
.14	<p>Procurement Department Shared Folder (Private, Procurement Department only)</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 information is obsolete, superceded or administrative need met.</p> <p>Private: Only the procurement Department.</p>
.15	<p>Procurement 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>
.16	<p>Intranet Files</p> <p>Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Procurement. Files are informational in nature and contain policies and procedures for dealing with the Procurement department.</p>	C	-	-	C		<p>C=Until form, spreadsheet or document obsolete, superceded or administrative need met.</p>