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

DIVISION OF FINANCE
MAY 08 2006

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE **ALASKA HOUSING FINANCE CORPORATION (AHFC)** **HUMAN RESOURCES DEPARTMENT**	A - Audit C – Until No Longer Active CY - Current Year CFY - Current Fiscal Year	M - After Microfilming Numerals - Years in Addition to Current Year P - Permanent TO - Term of Office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 100.2; 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, Personnel Administration Records, Items 100-113 for retention guidelines, if those records have not 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.		5-16-06		5/3/06
Signature of Division Director	**Date**	**Records Analyst**	**Date**	**Commissioner of Administration**	**Date**
	4/25/06	D. Dawson	4/28/06		5/8/06

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 48301	Agency ID: 624

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	**Individual Personnel Files** Series is hardcopy and electronic format. Files consist of the official employment history of each regular and temporary employee and may include resume, application, personnel actions, evaluations, applications for insurance and benefits and training records. Must include date of hire and rehire documentation and date and cause of termination or suspension. Filed alphabetically by employee's last name.	C+3	-	-	M	X	C=Currently employed by AHFC M=Microfilm/Microfiche. Confidential per AS39.25.080 and 2AAC07.190 8AAC85.020 requires hire and termination documents 8 CFR 274a.2 requires keep 50 years. Copy of Record. **Electronic Files:** located on CCS Select. Refer also to the GRS, Items 100-101.
.02	**Individual Personnel Files (Master microfilm)**	-	C+50	-	C+50	X	C=Until no longer employed by AHFC. Copy of Record.
.03	**Individual Personnel Files (Work copy microfiche)**	C	-	-	C		C=Until administrative need met.
.04	**Position Control Number (PCN) Files** Series is hardcopy and electronic format. Files include copies of the PCN for each position, job descriptions and specifications, classification actions, requests for reclassification, and correspondence related to a particular position. Filed numerically by PCN number by year.	10	-	-	10		Copy of Record. **Electronic Files:** located in Word on the Human Resource Specialist's PC's. Refer also to the GRS, Item 104, Position Control Number (PCN) Files.
.05	**I-9 Forms** Series includes hardcopy form only of Federal I-9 Employment Eligibility Verification forms.	C	-	-	C+50		C= Employee terminated. 8 CFR 274a.2 requires keep 50 years. Copy of Record. Refer also to the GRS, Items 100-101.

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 48301	Agency ID: 624

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.10	**Grievance Files** Series is hardcopy and includes copies of grievances made by employees against AHFC, AHFC's responses, and the decision. Filed alphabetically by employee's last name by year.	C+5	-	-	C+5		C=Until resolution and execution of any stipulations. Confidential per AS39.25.080 and AS23.040.245. Copy of Record. Refer also to the GRS, Item 111, Grievance Case Files.
.11	**Family Medical Leave (FML) Files** Series is hardcopy and consists of the original medical leave files of each regular and temporary employee and may include medical evaluations, medical releases, medical recommendations, and notes. Filed alphabetically by employee's last name.	C+3	-	-	C+3		C=Until no longer employed by AHFC. Confidential under AS 39.25.080. Copy of Record. Refer also to the GRS, Item 109, FMLA/AFLA Files.
.12	**Audit Reports** Series is hardcopy and contains reports which contain all employee changes for each check run.	C	-	-	C		C=Until administrative need met. Refer also to the GRS, Item 74, Reports-Quarterly, Monthly & Audit.
.13	**Recruitment, Selection & Appointment Records** Series is hardcopy and electronic in format. Files include employment applications, transcripts, position vacancy announcements, letters of introduction, test answer sheets, interview questions, examination papers, records of rating of applicants, and correspondence. Filed numerically by year.	2	-	-	2		Confidential per AS39.25.80 Retention authority 2AAC07.113 6AAC30.840 requires keeping 2 years unless EEO action is initiated. Retain agency copies 1 year after settlement. Copy of Record. **Electronic Files:** Located in Excel on the Human Resource Assistant's PC.

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 48301	Agency ID: 624

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.14	**Departmental Correspondence** Series is hardcopy and includes general correspondence on such topics as health insurance, Alaska Personnel Employees Association (APEA), deferred compensation, human rights, and grievance issues. Filed chronologically.	3	-	-	3		Copy of critical correspondence in appropriate subject file. AHFC Copy of Record. Refer also to the GRS, Item 62, General Correspondence Files.
.15	**Budget Documents** Series is hardcopy and consists of working papers in preparation of the department budget submitted for approval and copies of budgets approved by the AHFC Budget Department. Filed by fiscal year.	1	-	-	1		Copy of Record in Budget. Refer also to the GRS, Item #'s 1-3, Budget Preparation Records.
.16	**Workers Compensation Files** Series is hardcopy and includes claims related to on the job injury or illness to AHFC employees and the OSHA log and summary. Filed numerically by claim number.	C+5	C+2	-	C+7		Keep 7 years after claim is settled and all legal aspects are resolved.
.17	**Purchasing Documents** Series is hardcopy and includes purchase requisitions and purchase orders for departmental supplies and equipment. Filed chronologically.	C	-	-	C		C=Until administrative need met. Copy of Record in Accounting. Refer also to the GRS, Item #'s 50-55, Procurement, Leasing & Property.

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 48301	Agency ID: 624

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.18	**Transitory and Miscellaneous Administrative Information** Series is hardcopy and consists of telephone messages, tickler files, appointment calendars, and other transitory and miscellaneous administrative information. Filed chronologically.	C	-	-	C		C=Until administrative need met. Refer also to the GRS, Item 76, Transitory & Misc. Administrative Information.
.19	**Unsolicited Employment Inquires** Series is hardcopy and consists of letters/emails of inquiry, resumes, applications and other correspondence from individuals interested in working for AHFC. Includes agency responses to individuals for which there is no active application file or current employee record.	C	-	-	C		C=Until administrative need met.
.20	**Human Resource Shared Folder (Private, Human Resource only)** Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.	C	-	-	C		C=Until information is obsolete, superceded or administrative need met. Private: Only the Human Resource Department.
.21	**Human Resource Shared Public Files** 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.

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48301					Agency ID: 624
		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.22	**Intranet Files** Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Human Resource. Files are informational in nature and contain policies and procedures for dealing with the Human Resource department.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superceded or administrative need met.