



STATE OF ALASKA
RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

**ALASKA HOUSING FINANCE CORPORATION (AHFC)
 BUDGET 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 C - Until No Longer Active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, Budget Preparation Records, Items 1-3 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.		4/4/06		3/16/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
	3/2/06		3/9/06	
				3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48401				Agency ID: 625	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p>Budget Reports</p> <p>Series are hardcopy and electronic files which consist of CCS computer-generated accounting system reports including chart of accounts, project-based accounting, capital budget, payroll summary, position authorization control systems, capital/grants budget by funds, and in-house spreadsheets. Filed by topic by fiscal year.</p>	3	4	-	7		<p>Copy of Record.</p> <p>Electronic Files: located on the Gulkana Public File System under, Budget.</p>
.02	<p>Program Specific Correspondence (HUD)</p> <p>Series consist of hardcopy and electronic files and includes notification of awards, contracts, amendments or renewals, special conditions, fiscal reports, and/or progress reports for the Section 8, Low Rent, MA303-Wrangell programs, Public and Indian Housing notices and announcements, and related correspondence. Filed by program by fiscal year.</p>	3	4	-	7		<p>Copy of Record with addressee.</p> <p>Electronic Files: located on the Gulkana Public File System under, Budget and on the Budget Manager's and the Budget Director's PC's.</p>
.03	<p>Budget Requests (Final Submission)</p> <p>Series consists of hardcopy and electronic files which include official statements and indentures the final budget requests and supporting documents submitted to the AHFC Board of Directors, Department of Revenue, Office of Management and Budget (OMB), and corresponding federal agencies. Documents may include amendments, revised programs, supplementals, and correspondence documenting negotiations. Filed by fiscal year.</p>	2	3	-	5		<p>Copy of Record in OMB.</p> <p>Electronic Files: located on the Budget Manager's and the Budget Director's PC's.</p>

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Agency ID: 625

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.04	<p>Budget Workpapers Series consists of hardcopy and electronic files which include workpapers used for preparation of the final fiscal year budget submission to the Department of Revenue. These documents include budget preparation instructions, operating and capital budget submission, supporting documents, cost allocations, amendments, revised programs, and supplementals. Filed by fiscal year.</p>	2	3	-	5		<p>Copy of Record.</p> <p>Electronic Files: located on the Budget Manager's and the Budget Director's PC's.</p>
.05	<p>General Ledger Adjusting Entries Series consists of hardcopy and electronic files containing documents generated for internal use which are not sent to the Accounting Department, such as chart of account changes, general ledger reclassifications, budget revisions, salary distributions, payroll reclassifications, and backup for adjusting journal entries, and journal entry logs. Filed by fiscal year.</p>	2	1	-	3		<p>Copy of Record.</p> <p>Electronic Files: located on the Gulkana Public File System under, Budget.</p>
.06	<p>Budget Adjusting Entries Series consists of hardcopy and electronic files containing working files including documents created and used by departments to develop budget requests including cost statements, estimates, justifications, and background materials for submittal to the Budget Department. Filed by department by fiscal year.</p>	2	1	-	3		<p>Copy of Record.</p> <p>Electronic Files: located on the Gulkana Public File System under, Budget.</p>

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.07	<p>Reimbursable Services Agreements and Memoranda of Agreement</p> <p>Series consists of hardcopy and electronic files which includes documentation of interagency transfers of both operating and capital project funds. Filed by fiscal year.</p>	C+1	C+2	-	C+3		<p>C=Until closed. Copy of Record in Risk Management.</p> <p>Electronic Files: located on the Budget Manager's PC.</p>
.08	<p>Training and Presentation Documents</p> <p>Series consists of hardcopy and electronic files containing materials used in presenting budget training classes to AHFC employees and documentation for presentations to the AHFC Board of directors and the Finance Committee of the State Legislature. Filed by subject by fiscal year.</p>	3	-	-	3		<p>Copy of Record.</p> <p>Electronic Files: located on the Gulkana Public File System under, Budget.</p>
.09	<p>General Administrative Correspondence</p> <p>Series consists of hardcopy and electronic files which includes general internal and external incoming and copies of outgoing general correspondence. Filed chronologically.</p>	3	-	-	3		<p>Electronic Files: located on all PC's within the Budget Department.</p>
.10	<p>Purchasing Information</p> <p>Series consists of hardcopy and electronic files of procurement documents such as purchase requisitions, purchase orders, and invoices approved for payment. Filed chronologically.</p>	2	-	-	2		<p>Copy of Record in ^dProcurement. <i>Accounting</i></p> <p>Electronic Files: located on the Budget Assistant II's and the Budget Manager's PC's.</p>

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.11	Travel Files Series includes copies of departmental travel documents and reimbursement requests. Filed alphabetically by employee's last name.	2	-	-	2		Accounting Copy of Record in Procurement.
.12	Audit Reports Series consists of hardcopy and electronic files of internal audit reports and the department's responses. Filed chronologically.	C	-	-	C		C=Until administrative need met. Copy of Record in Internal Audit. Electronic Files: located on the Budget Director's PC.
.13	Procedures Manuals Series consists of hardcopy and electronic files which includes departmental desk manuals on topics such as presenting internal training sessions, budget preparations, and other reference materials. Filed by subject.	C	-	-	C		C=Until superseded. Copy of Record. Electronic Files: located on the Gulkana Public File System under, Budget.
.14	Budget Department Shared Folder (Private, Budget Department 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 Budget Department.

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.15	Budget Department 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.
.16	Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Budget. Files are informational in nature and contain policies and procedures for dealing with the Budget department.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superceded or administrative need met.