



STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

DEPARTMENT OF REVENUE  ALASKA HOUSING FINANCE CORPORATION (AHFC) PHD DIRECTOR'S OFFICE	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	C - Until No Longer Active	Numerals - Years in Addition to Current Year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.	D. Dawson	11/6/09	Craig J. Talbot	10/26/09
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
	9/28/09	D. Dawson	10/8/09	

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48701				Agency ID: 629	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<b>Housing and Urban Development (HUD) Audit Findings</b> Series consists of audit findings by the HUD Inspector General and copies of AHFC's responses. Filed chronologically.	C+5	5	-	C+10		C=Until AFHC no longer administers the program for HUD. Recommend review for disposal every 5 years. AHFC Copy of Record.
.02	<b>Housing and Urban Development (HUD) Notices</b> Series consists of numbered notices or circulars from HUD which notify the Division of changes to the programs. Filed chronologically.	C+5	5	-	C+10		C=Until AFHC no longer administers the program for HUD. Recommend review for disposal every 5 years. AHFC Copy of Record.
.03	<b>Housing and Urban Development (HUD) Correspondence</b> Series consists of letters and memos from HUD. Filed chronologically.	C+5	5	-	C+10		C=Until AFHC no longer administers the program for HUD. Recommend review for disposal every 5 years. AHFC Copy of Record.
.04	<b>Division Correspondence</b> Series includes incoming internal and external general correspondence from municipalities, cities, boroughs, federal agencies, and State of Alaska and copies of outgoing responses from the Division Director. Filed chronologically by entity.	2	1	-	3		Copy of Record.  Refer also to the GRS, Item 62, General Correspondence Files.

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.05	<b>Reading Files</b> Series consists of copies of correspondence from municipalities, cities, boroughs, federal agencies, and State of Alaska and copies of outgoing responses from the Division Director. Filed chronologically by entity.	5	-	-	5		Copy of Record in originating department.
.06	<b>Internal Audit Files</b> Series consists of hardcopy and electronic files which include audits of field offices and copies of Division responses. Filed alphabetically by site by year.	3	-	-	3		Copy of Record in Internal Audit.  <b>Electronic Record:</b> located on the Senior Area Coordinator's PC.
.07	<b>Safety Meeting Minutes</b> Series consists of minutes from Division safety meetings. Filed chronologically.	2	-	-	2		Copy of Record.
.08	<b>Managers Meeting Minutes</b> Series consists of minutes of Division managers meetings. Filed chronologically.	2	-	-	2		Copy of Record.
.09	<b>Travel Files</b> Series consists of copies of travel documents for Division personnel. Filed alphabetically by employee's last name by year.	2	-	-	2		Copy of Record in Accounting.

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.10	<b>Purchasing Documents</b> Series consists of copies of departmental purchase orders, purchase requests, and invoices. Filed chronologically.	2	-	-	2		Copy of Record in Accounting.
.11	<b>Budget Materials</b> Series consists of original and draft budget materials for the Public Housing Division. Filed by fiscal year.	CFY+1	1	-	2		Copy of Record in Budget.
.12	<b>Petty Cash Reports</b> Series consists of copies of receipts and a log of disbursements of petty cash for the Public Housing Division. Filed chronologically.	1	-	-	1		Copy of Record in Accounting.
.13	<b>Monthly Activity Reports</b> Series includes reports submitted to the Director's Office by the Housing Operations and Construction Departments. Filed chronologically.	1	-	-	1		Copy of Record in originating department.
.14	<b>Contracts and Agreements</b> Series includes copies of contracts and agreements for the Public Housing Division, such as those with the Municipality, and partnership agreements with other State departments. Filed chronologically by site.	C	-	-	C		C=Until administrative need met. Copy of Record in Risk Management.

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.15	<b>Computer System Backup Disks/Tapes</b> Series consists of hardcopy and electronic data files placed on disks and/or tapes periodically for backup. Filed chronologically.	C	-	-	C		C=Until obsolete or superceded.  <b>Electronic Files:</b> located on the Management Specialist I's PC
.16	<b>Transitory and miscellaneous administrative information</b> Series includes such documents as telephone messages, tickler files, appointment calendars, and other transitory and miscellaneous administrative information. Filed chronologically.	C	-	-	C		C=Until obsolete or superceded.
.17	<b>Annual Tenant Write-Off Detail Reports</b> Series consists of hardcopy and electronic files containing tenant transaction histories. Filed alphabetically within each project by write-off year.	1	9	-	10		Recommend review for disposal every 5 years. 24CFR901.100(b)(2) Copy of Record. <b>Electronic Files:</b> located on the Management Specialist I's PC.
.18	<b>Annual Tenant Write-Off Board Packages</b> Series consists of hardcopy and electronic files containing annual write-off packages submitted to the AHFC Board of Directors for approval. Filed alphabetically within each project by write-off year.	2	-	-	2		Copy of Record with AHFC Board of Directors.  <b>Electronic Files:</b> located on the Management Specialist I's PC.

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.19	<p><b>Public Housing Management Assessment Program (PHMAP) Certification Audits and Responses</b></p> <p>Series consists of hardcopy and electronic files containing PHMAP audit reports, copies of Division responses, and correspondence. Filed by fiscal year.</p>	3	2	-	5	<p>24CFR985 24CFR901.100(b)(2) Copy of Record.</p> <p><b>Electronic Files:</b> located on the Management Specialist I's PC.</p>
.20	<p><b>Public Housing Management Assessment (PHMAP) Certification Reports</b></p> <p>Series consists of hardcopy and electronic files containing detailed reports that support the Certification provided in record series above:</p> <p>TAR300 Aged Accounts Receivable GLID GL Account Inquiry Detail TAR 600 Housing Inventory TAR830 HUD 51234 Occupancy Report TARS 005D Repayment Agreements TARS 52295 Tenants Accounts Receivable UDR00177 Vacated Tenants with Balance TARS 720 Vacancy Analysis Work Orders-REQ 104136 (Avg # Days to Complete WO)     -REQ 104136a (Count of Completed WO)     -REQ 104136e (Count of FY 24 Hour WO)     -REQ 104136f (Percent of completed 24 Hour WO)     -WO Detail for Categories Q,E,U,A,R,V,P,X,C,L,N UND00288 Written Off Bad Debts Filed chronologically by report.</p>	3	1	-	4	<p>Copy of Record in Housing Operations.</p> <p><b>Electronic Files:</b> located on the Housing Management Specialist's PC.</p>

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.21	<p><b>Section 8 Existing Management Assessment program (SEMAP) Certification Audits and Responses</b></p> <p>Series consists of hardcopy and electronic files containing SEMAP audit reports, copies of Division responses, and correspondence. Filed by fiscal year.</p>	3	2	-	5		<p>24CFR985 Copy of Record.</p> <p><b>Electronic Files:</b> located on the Management Specialist I's and Housing Management Specialist I's PC's.</p>
.22	<p><b>Section 8 Existing Mangement Assessment Program (SEMAP) Certification Detail</b></p> <p>Series consists of hardcopy and electronic files containing detailed reports to support the certification provided in record series above. Filed by fiscal year.</p>	C	-	-	C		<p>C=Until administrative need met. Copy of Record in Housing Operations.</p> <p><b>Electronic Files:</b> located on the Management Specialist I's and Housing Management Specialist I's PC's.</p>
.23	<p><b>Maintenance Survey Questionnaires and Reports</b></p> <p>Series consists of cards filled out by residents rating the work performed in their units by Maintenance staff. Filed numerically by project.</p>	2	-	-	2		Copy of Record.
.24	<p><b>Collections Correspondence</b></p> <p>Series includes hardcopy and electronic files containing collections correspondence regarding permanent fund dividends and collection accounts. Filed chronologically by agency.</p>	3	2	-	5		<p><b>Electronic Files:</b> located in Excel spreadsheets on the Management Specialist I's PC.</p>

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.25	<p><b>PHD Director's Office Department Shared Folder (Private) Files</b></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 form, spreadsheet or document obsolete, superceded or administrative need met.</p> <p>Private: Only PHD Director's Office work group.</p>