



STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

DEPARTMENT OF REVENUE	A - Audit	M - After Microfilming
ALASKA HOUSING FINANCE CORPORATION (AHFC)	C - Until No Longer Active	Numerals - Years in Addition to Current Year
PHD CENTRAL OFFICE	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.	<i>D. Dawson</i>		11/6/09	<i>Craig J. Talley</i>	10/26/09
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nola Cedergreen</i>	9/28/09	<i>D. Dawson</i>	10/9/09	<i>Kne Johnson</i>	11/4/09

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 48802				Agency ID: 628	
Item No.	Records Series and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Business Essential Record	
.01	<b>Audit Files</b> Record series includes hardcopy and electronic files which contain copies of external and internal audit reports and the Public Housing Director's (PHD) responses. Arranged by site.	C	-	-	C	-	C = Until administrative need is met.  Copy of Record with Audit.
.02	<b>General Administrative Correspondence</b> Series includes hardcopies and electronic and includes incoming and outgoing letters and memoranda. Arranged chronologically.	1	-	-	1	-	Correspondence pertaining to clients is located in the participant's file.
.03	<b>Budget Materials</b> Consists of hardcopy and electronic budget materials pertaining to a site. Arranged chronologically.	1	-	-	1	-	Copy of Record in Budget.
.04	<b>Daily Cash Receipts Files (Field Offices)</b> Series consists of hardcopy and electronic files and includes all cash receipts and bank deposit slips. Arranged chronologically.	1	3	-	4	-	Same retention as Accounting. Refer to records schedule #040702 Item .20 (Bank Statements).  Copy of Record.

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.05	<p><b>Work Order Logs &amp; Reports (Field Offices)</b>            Consists of hardcopy and electronic work order supporting materials and reports at each site. Arranged chronologically.            Includes these materials:</p> <ul style="list-style-type: none"> <li>• Daily Work Log</li> <li>• Work Request Log</li> <li>• Answering Service Call Sheet</li> <li>• Overtime Log</li> </ul>	2	2	-	4	-	Materials—Copy of Record Reports—Copy of Record in PHD Central Office.
.06	<p><b>Housing Eligibility Module Reports (Field Office)</b>            Consists of hardcopy and electronic files arranged chronologically. Includes these computer-generated reports:</p> <ul style="list-style-type: none"> <li>• Waiting List for All Applicants</li> <li>• Audit Report for Family Data</li> <li>• Audit Report of Master File.</li> </ul>	1	-	-	1	-	Copy of Record in PHD Central Office.
.07	<p><b>Section 8 Existing Module Reports (Field Office)</b>            Hardcopy and electronic reports documenting field office activities. Includes Contract Management Report. Arranged chronologically.</p>	C	-	-	C	-	C = Until superceded  Copy of Record in PHD Central Office

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.08	<p><b>Tenant Accounting Module Reports (Field Offices)</b></p> <p>Hardcopy and electronic files arranged chronologically. Includes these reports:</p> <ul style="list-style-type: none"> <li>• REQ104601 Unit Report (for inspections)</li> <li>• TAR002 Accounts Receivable Transactions</li> <li>• TAR005D Repayment Agrmt-Before Roll</li> <li>• TAR005D Repayment Agrmt-After Roll</li> <li>• TAR121 Monthly Tenant Ledger</li> <li>• TAR135 Applications of Future Rent</li> <li>• TAR140 Rent Roll</li> <li>• TAR241 Re-exam Report</li> <li>• TAR530 Accounts Receivable to be Billed</li> <li>• TARU900 Deferred Charges Report</li> <li>• UDR00155 Month End Security Report</li> <li>• UDR00170 Autobill Status Report</li> <li>• UDR00309 Current MTD Balance-Before Roll</li> <li>• URD00309 Current MTD Balance-After Roll</li> </ul>	1	-	-	1	-	Copy of Record in PHD Central Office.
.09	<p><b>Intake Applications for All Programs</b></p> <p>Hardcopy and electronic which includes files of applicants for housing assistance. Arranged chronologically by application receipt.</p>	C+1	C+2	-	C+3	-	<p>C = Until administrative need is met.</p> <p>Defined in 24 CFR 982.158(f) (2).</p> <p>Copy of Record.</p>

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.10	<p><b>Remote Home Ownership Programs</b> Hardcopy files arranged alphabetically by client name. Series includes these programs:</p> <ul style="list-style-type: none"> <li>• Remote 200</li> <li>• Bartlett Mutual Help</li> <li>• Turnkey III</li> <li>• 1971 State Appropriations</li> <li>• 1972 Bond Program and related tenant files</li> </ul>	C+1	C+29	-	T+30	-	
.11	<p><b>Public Housing Program Vacated Client Files</b></p> <p>Series is hardcopy and electronic files for the Public Housing program. Arranged alphabetically by client name.</p> <p>[For terminated clients who owe money or committed fraud, Refer to Items #18 &amp; 19.]</p>	1	2	-	3		Copy of Record.
.12	<p><b>Public Housing Program File Parts</b></p> <p>Consists of hardcopy and electronic documentation older than three years for current participants in the Public Housing Program. Arranged alphabetically by client name.</p>	C+1	2	-	C+3		<p>C = Until participant terminates or after three years, whichever occurs first.</p> <p>Copy of Record.</p>

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.13	<p><b>Housing Choice Voucher Off-Program Client Files</b></p> <p>Series is hardcopy and electronic files for participants in the Housing Choice Voucher Program. Arranged alphabetically by client name.</p> <p>[For terminated clients who owe money or committed fraud, Refer to Items #18 &amp; 19.]</p>	C+1	2	-	C+3	-	<p>Per 24CFR982.158(e) &amp; (f) during the term of each assisted lease, and for at least three years thereafter, the housing agency must keep the following: a copy of the executed lease; the contract; the application from the family; and, records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants.</p> <p>Copy of Record.</p>
.14	<p><b>Housing Choice Voucher File Parts</b></p> <p>Consists of hardcopy documentation older than three years for current participants in the Housing Choice Voucher Program. Arranged alphabetically by client name.</p>	C	2	-	C+3	-	<p>C = Until participant terminates or after three years, whichever occurs first.</p> <p>Copy of Record.</p>

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.15	<p><b>Section 8 New Vacated Client Files</b> Series is hardcopy and electronic and includes files for participants in the Section 8 New Program. Arranged alphabetically by client name.</p> <p>[For terminated clients who owe money or committed fraud, Refer to Items #18 &amp; 19.]</p>	C+1	2	-	C+3	-	<p>4350. 3 HUD Occupancy Handbook, Chapter 4, para 4-22, records on applicants and approved eligible families which provide racial, ethnic, gender and place of previous residency data required by HUD, must be maintained and retained for three years.</p> <p>Copy of Record</p>
.16	<p><b>Section 8 New File Parts</b> Consists of hardcopy documentation older than three years for current participants in the Section 8 New Program. Arranged alphabetically by client name.</p>	C	3	-	C+3	-	<p>C = Until participant terminates or after three years, whichever occurs first.</p> <p>Copy of Record.</p>
.17	<p><b>Bad Debt Client Files</b> Series is hardcopy and electronic and includes files of former clients that owe money. Arranged alphabetically by client name.</p>	C	T	-	T		<p>C = Until administrative need is met.</p> <p>T = When debt is paid.</p> <p>Recommend review for disposal every 10 years.</p> <p>Copy of Record.</p>

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.18	<p><b>Fraudulent Client Files (Original):</b></p> <p>Series is hardcopy and electronic which includes files of former participants who committed fraud in a HUD program. Arranged alphabetically by participant's last name.</p>	C	T	-	T	X	<p>C = Until administrative need is met.</p> <p>T = Until legal action is concluded.</p> <p>Recommend review for destruction every 10 years.</p> <p>Copy of Record.</p>
.19	<p><b>Tenant Complaint Files – Field Office</b></p> <p>Series is hardcopy and electronic which consists of notes, letters and other correspondence related to complaints at each site. Arranged alphabetically by client name.</p>	C	1	-	T/1	-	<p>C = Until complaint is resolved (keep in secure location)</p> <p>T = Until transferred to appropriate participant file; or, destroyed 1 year after resolution, whichever comes first.</p> <p>Copy of Record.</p>
.20	<p><b>Site File – Field Office</b></p> <p>Series is hardcopy and electronic and includes general information for a particular location (i.e., site assessment). Arranged chronologically.</p>	C	-	-	C	-	<p>C = Until superseded.</p> <p>Copy of Record in PHD Central Office.</p>

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.21	<p><b>Project Leases &amp; Cooperation Agreements - Field Office</b></p> <p>Hardcopy and electronic which consists of copies of leases and agreements for usage of facilities or services provided at a particular location (i.e., hair salon, food service, day care). Arranged alphabetically.</p>	C	-	-	C	-	<p>C = Until expiration or termination.</p> <p>Copy of Record in Risk Management.</p>
.22	<p><b>Policies &amp; Procedures Manuals (Field Office)</b></p> <p>Series is hardcopy and electronic which includes PHD policies and procedures manuals for programs pertinent to each location. Arranged by program.</p>	C	-	-	C	-	<p>C = Until superseded.</p> <p>Copy of Record listed on Board of Directors schedule.</p>

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.23	<p><b>Desk Manuals</b>  Hardcopy and electronic which consists of manuals for functions performed at each location. Arranged by function. Manuals included are:</p> <ul style="list-style-type: none"> <li>• CCS Housing Eligibility</li> <li>• CCS Tenant Accounting (if applicable)</li> <li>• CCS Housing Choice Voucher (if applicable)</li> <li>• Forms</li> <li>• MSDS</li> <li>• PADS</li> </ul>	C	-	-	C	-	<p>C = Until superseded</p> <p>MSDS &amp; PADS – 29 CFR 1910.1200 (Occupational Safety &amp; Health Standards, Subpart Z--Toxic &amp; Hazardous Substances, Hazard Communication) and 29 CFR 1410.450.</p> <p>Copy of Record (CCS &amp; Forms) in PHD Central Office.</p> <p>Copy of Record (MSDS &amp; PADS) in Risk Management.</p> <p>MSDS: Material Safety Data Sheet  PADS: Physical Agent Data Sheet</p> <p><b>Electronic:</b> Located on individual PC's.</p>
.24	<p><b>PHD Housing Operations 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>

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.25	<p><b>Intranet Files</b> Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, PHD, Housing Operations. Files are informational in nature and contain policies and procedures for dealing with the Housing Operations department.</p>	C	-	-	C	-	C=Until form, spreadsheet or document obsolete, superceded or administrative need met.
.26	<p><b>PHD Central Office Shared Private File</b> Series consists of an Excel spreadsheet shared between AFIC and Administrative Services/Records which contains confidential client information. Information is given to the Records Center for the purpose of search capabilities. Purging of information is done as client files are destroyed, following normal destruction policies.</p>	C	-	-	C	-	C=Until form, spreadsheet or document obsolete, superceded or administrative need met.