



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| ALASKA HOUSING FINANCE CORPORATION (AHFC) | C - Until No Longer Active | Numerals - Years in Addition to Current Year |
| RESEARCH AND RURAL DEVELOPMENT | 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: Under 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>[Signature]</i> | | 5/13/09 | <i>[Signature]</i> | 5/4/09 |
| Signature of Division Director | Date | Records Analyst | Date | Commissioner of Administration | Date |
| <i>[Signature]</i> | 4/21/09 | <i>[Signature]</i> | 4/27/09 | <i>[Signature]</i> | 5/12/09 |

| RECORDS RETENTION SCHEDULE CONTINUATION | | AHFC Schedule Number: 48902 | | | | Agency ID: 630 | |
|---|---|-----------------------------|----------------|----------------|---------|---------------------------|--|
| Item No. | Records Series and Description | Retention | | Disposition | | | |
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | Remarks |
| .01 | <p>Weatherization Project Plans and Blueprints</p> <p>Series is hardcopy and consists of plans and blueprints for weatherization projects.</p> <p>Filed alphabetically by project.</p> | C+2 | 13 | - | C+15 | X | <p>C=Until administrative need met. The 15-year retention period is a review date to determine if AHFC still has a legal interest.</p> <p>Recommend microfilming.</p> |
| .02 | <p>Stripper Well Files</p> <p>Series is hardcopy and electronic and includes correspondence, public hearing transcripts and awards on Stripper Wells, petroleum Violation Escrow, and Dimond Shamrock.</p> <p>Filed alphabetically.</p> | C+2 | 13 | - | C+15 | X | <p>C=Until administrative need met. The 15-year retention period is a review date to determine if AHFC still has a legal interest.</p> <p>Recommend microfilming.</p> <p>Electronic Files: located on the Officer of Research & Rural Development's PC.</p> |
| .03 | <p>Grant Files</p> <p>Series is hardcopy and electronic and includes supplemental housing development grants, weatherization, Association of Alaska Housing Authorities (AAHA), and Alaska Native Health Board (ANHB) along with Requests for Proposals, Scopes of Work, Amendments, Photos, general correspondence, contract payments and time schedules, internal audit reports, and other related documents.</p> <p>Filed alphabetically by grant name.</p> | C+1 | 5 | - | C+6 | X | <p>C=Until funds exhausted.</p> <p>Electronic Files: located on various PC's within the Research & Rural Development's PC's.</p> <p>Refer also to the GRS, Items 40-44, Grant Management Records.</p> |

| RECORDS RETENTION SCHEDULE CONTINUATION | | AHFC Schedule Number: 48902 | | | | Agency ID: 630 | |
|---|--|-----------------------------|---------------------------|-----------------------|----------------------|---------------------------|--|
| Item No. | Records Series and Description | Retention | | | Disposition | | |
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | Remarks |
| .04 | <p>Building Energy Efficiency Standard (BEES)</p> <p>Series is electronic and consists of information related to BEES such as minutes and tapes from Technical Energy Advisory Committee (TEAC) meetings, training information, and correspondence. Filed chronologically.</p> <p>Electronic Master (On-line): Electronic Master (CD): Work Copy CD: Master Microfilm: Work Copy Microfilm:</p> | P - C - - | - C 1 100 100 | - - - - - | - C 100 100 | X | <p>Electronic Files: located on the Energy Specialist II's PC's.</p> <p>Previous documents were microfilmed. Original silver is stored in offsite vault. Work copy is in Records Center.</p> <p>C= Until superceded. Department annually transmits updated CD to Records Center, replacing previous CD.</p> |
| .05 | <p>Budget Materials</p> <p>Series is hardcopy and consists of departmental budget documents, including revisions, general ledger reclassifications, account numbers, procedures, and related correspondence.</p> <p>Filed chronologically by fiscal year.</p> | C | - | - | C | | <p>C=Until administrative need met. Copy of Record in Budget.</p> <p>Refer also to the GRS, Items 1-3, Budget Preparation Records.</p> |
| .06 | <p>General Administrative Correspondence</p> <p>Series is hardcopy and electronic and consists of incoming and outgoing correspondence from the department.</p> <p>Filed chronologically by author or subject.</p> | 1 | 2 | - | 3 | | <p>Electronic Files: located on the Energy Specialist II's PC's.</p> <p>Refer also to the GRS, Item 62, General Correspondence Files.</p> |

RECORDS RETENTION SCHEDULE CONTINUATION

AHFC Schedule Number: 48902

Agency ID: 630

| Item No. | Records Series and Description | Retention | | | Disposition | | Remarks |
|----------|---|-----------|----------------|----------------|-------------|---------------------------|--|
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | |
| .07 | <p>Litigation Materials</p> <p>Series is hardcopy and consists of all information related to departmental litigation.</p> <p>Filed alphabetically by topic.</p> | C+1 | 1 | - | C+2 | | <p>C=Until case settled. Copy of Record with Dept. of Law.</p> |
| .08 | <p>Travel Files</p> <p>Series is hardcopy and electronic and consists of copies of travel documents for all department personnel.</p> <p>Filed alphabetically.</p> | C | - | - | C | | <p>C=Until administrative need met. Copy of Record in Procurement.</p> <p>Electronic Files: located on the Administrative Assistant III's PC's. Refer also to the GRS, Item 24, Travel Accounting.</p> |
| .09 | <p>Technical Reference Materials</p> <p>Series is hardcopy and electronic and consists of technical studies, reports, brochures, and publications received from other agencies for the Research and Information Center.</p> <p>Filed by subject.</p> | C | - | - | C | | <p>C=Until administrative need met. Copy of Record with originating agency.</p> <p>Electronic Files: located on the Administrative Assistant III's, and Energy Specialist II's PC's and on Gulkana under, R2D2.</p> <p>Refer also to the GRS, Item 77, Technical Reference Files.</p> |
| .10 | <p>Transitory Administrative Information</p> <p>Series is hardcopy and includes telephone logs, message and appointment books and calendars, personnel tracking information such as leave slips and timesheets, courier receipts, records center and fixed assets forms.</p> | C | - | - | C | | <p>C=Until administrative need met. Review for disposal every year.</p> <p>Refer also to the GRS, Item 76, Transitory and Miscellaneous Administrative Information.</p> |

| RECORDS RETENTION SCHEDULE CONTINUATION | | AHFC Schedule Number: 48902 | | | | Agency ID: 630 | |
|---|---|-----------------------------|----------------|----------------|---------|---------------------------|---|
| Item No. | Records Series and Description | Retention | | Disposition | | | |
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | Remarks |
| .11 | <p>Purchasing Documents</p> <p>Series is hardcopy and consists of copies of purchase requisitions, purchase orders, and stock requisitions.</p> <p>Filed by fiscal year.</p> | C | - | - | C | | <p>C=Until administrative need met. Copy of Record in Accounting.</p> <p>Refer also to the GRS, Item 50, Procurement Files.</p> |
| .12 | <p>AkWarm</p> <p>This series consists of electronic (.htm) files collected by energy raters under master agreements with AHFC that certify homes meet or exceed the Building Energy Efficiency Standard (BEES) required by AS 46.11.040.</p> | C+1 | 4 | - | C+5 | X | <p>C = Until No Longer Active.</p> <p>Electronic Files: located on the Administrative Assistant III's PC's with copies of CD's made.</p> <p>Although certain information is input into a database, there is a regular business need to print "official" copies for lenders and homeowners, title companies, raters, and builders from this series, which cannot be done from the database.</p> |
| .13 | <p>Weatherization Management Program Records</p> <p>Series is electronic and includes information delivered to R2D2 from grantees on houses that have been weatherized. Data contains demographic information as well as information on services provided, funds spent, etc.</p> | C | - | - | C | | <p>C=Until information is obsolete, superceded or administrative need met.</p> <p>Electronic Files: located on the Energy Specialist II's PC's.</p> |

| RECORDS RETENTION SCHEDULE CONTINUATION | | AHFC Schedule Number: 48902 | | | | Agency ID: 630 | |
|---|---|-----------------------------|----------------|----------------|---------|---------------------------|---|
| Item No. | Records Series and Description | Retention | | Disposition | | | |
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | Remarks |
| .14 | <p>Energy Rebate and 5*+ Files</p> <p>Series is hardcopy and includes information delivered to R2D2 from energy raters and/or homeowners on houses that have been energy rated, and for which homeowners have received a rebate for making energy efficient improvements. Data contains homeowner personal information, AKWARM reports, receipts, AHFC forms, payment information, other information as needed, etc.</p> | C + 6 mo. | C+4 | - | C+4.5 | | C=Until administrative need met. Files are kept on site for 6 months and then transferred to Records Center. |
| .15 | <p>Research and Rural Development Department Shared Folder (Private, Research and Rural Development only)</p> <p>Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p> | C | - | - | C | | C=Until information is obsolete, superceded or administrative need met. Private: Only the Research and Rural Development Department. |
| .16 | <p>Research and Rural Development 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 | | C=Until form, spreadsheet or document obsolete, superceded or administrative need met. |

| RECORDS RETENTION SCHEDULE CONTINUATION | | AHFC Schedule Number: 48902 | | | | Agency ID: 630 | |
|---|--|-----------------------------|----------------|----------------|-------------|---------------------------|--|
| Item No. | Records Series and Description | Retention | | | Disposition | | |
| | | Office | Records Center | State Archives | Destroy | Business Essential Record | Remarks |
| .17 | <p>Intranet Files</p> <p>Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, R2D2. Files are informational in nature and contain policies and procedures for dealing with the Research and Rural Development department.</p> | C | - | - | C | | C=Until form, spreadsheet or document obsolete, superceded or administrative need met. |