DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
Division of Libraries, Archives & Museums
Archives & Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC) PLANNING DEPARTMENT

DIVISION OF FINANCE
JAN - 2 2006

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C – Until No Longer Active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: 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.	[signature]	1-4-06	[signature]	12/26/06

Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
[signature]	11/30/06	D. Dawson	12/4/06	[signature]	1/2/07

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 49001	Agency ID: 632

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	**Alaska Housing Market Indicators** Series is hardcopy and electronic and includes housing market indicator data. Consists of tables regarding single-family and condominium new loan/loan activity, average loan amounts by location, average sales prices, year over year comparisons, number of loans, etc.	2	10	-	12		Published quarterly. **Electronic Files:** located on DD-R, in Excel, Word, or Harvard Graphics format on PC's within the Planning Department.
.02	**Consolidated Housing & Community Development Records** Series is hardcopy and electronic and documents the Consolidated Plan, Citizen Participation Plan, Annual Action Plan and Annual Performance Report. Includes database files, data gathering documents, correspondence and camera ready copies, and computer disk of documents.	2	10	-	12		Includes electronic data files and computer disks. **Electronic Files:** located on the Planner I's PC's.
.03	**Continuum of Care Plan – Balance of State** Series is hardcopy and electronic and consists of a narrative description of the homeless delivery system in all regions except Anchorage. Includes Gaps Analysis Chart of existing and needed homeless services, homeless population and sub-population statistics, correspondence, and related database records.	2	10	-	12	X	**Electronic Files:** located on the Planner I's PC's.
.04	**Contract Files** Series is hardcopy and consists of official contract documentation. Includes: Approved Authority to Seek Professional Services Request, Requests for Proposals with affidavits of publications, evaluation of responses, notice of award, contract negotiations, copy of signed contract, correspondence and payment record. Also consists of Response to RFP and those not selected.	1	5	-	6	X	Refer also to the GRS, Item 50, Procurement Files. Per AS09.10.053 Statute of Limitations for contract cases is 3 years for causes of action that accrued after August 7, 1997. Authority: *Chapter 26 SLA 1997*; *Silvers v Silvers*, 999P.2d786, 790n.4 (*Alaska 2000*).

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.05	**(GOAL) Program Files 1994-Present** Series is hardcopy and electronic and includes Grants and/or loans funded with a combination of Federal HOME funds, Senior Housing Development and Low Income Housing Tax Credits (LIHTC) that provide for rental development of low/moderate income housing. Series contains the application, copy of the grant, applicable DCCR's, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, copies of purchase order, encumbrance/ACCESS report, and green folder containing the environmental review record related to the grant.	C+1	29	-	C+30	X	C=After program year-end in which grant closes. Any DCCR's must be retained until they have expired or been reconveyed. Retain other Rental Development and Senior Housing records for 25 years after grant closeout. **GOAL:** Greater Opportunities for Affordable Living. **DCCR:** Declaration of Covenants, Conditions, and Restrictions. **Electronic Files:** located on the Grant Administrator's, Planner I's, Planner II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.06	**GOAL Program Loans** Series is hardcopy and electronic. Where GOAL funds are provided in the form of a loan, a loan file supplements the GOAL program file and contains the Deed/Note and any documentation related to the servicing of the loan. Servicing sends original Notes to the Records Center Separately (see remarks).	C+1	29	-	C+30	X	C=After program year-end in which project closes. At C=1, the Servicing Department sends original notes to the Records Center until they are paid off or up to C+30 years. Original Notes are recalled by Servicing upon payoff for reconveyance. **Electronic Files:** located on the Servicing Officer's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.07	**Grant Match (Housing Preservation Grants)** Series is hardcopy and electronic. Grants with non-profit housing agencies matching USDA Housing Preservation Grant awards. Includes AHFC-CEO award authorization, AHFC grant agreement/amendments, federal application/notice of award, correspondence, internal/external audit/monitoring reports, narrative activity reports, and statistical data. Grant financial data includes invoices, ACCESS grant financial reports, CCS reports, purchase requisitions/orders, payment documentation, general ledger reclasses, and closeout documentation.	C+1	4	-	C+5	X	C=Until grant is closed out. **Electronic Files:** located on the Grant Administrator's and Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.08	**Grant Match (Miscellaneous Grants)** Series is hardcopy and electronic. Grants with local governments and non-profit agencies matching awards from federal, state and/or foundation sources. Series includes award documents, grantee application, grant agreement/amendments, grantee narrative reports, correspondence, and monitoring/audit reports, statistical data. Grant financial data includes invoices, CCS reports, purchase requisitions/orders, ACCES grant financial reports, payment documentation, general ledger reclasses and closeout documents, AHFC Notice of Funding Availability and Notice of Publication, committee evaluation scores, AHFC-CEO award authorization and successful application(s).	C+1	4	-	C+5		C=Until grant is closed out. **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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.09	**Grant Match (Supportive Housing Grants)** **Grant Match (Supportive Housing Grants—if activity included acquisition/new construction)** Series is hardcopy and electronic. Grants with local government or non-profit housing agencies matching HUD awards under the Continuum Care, Supportive Housing Program. Series includes AHFC grant agreement/amendments, AHFC/federal application/notice of AHFC/federal award, correspondence, internal/external audit/monitoring reports, narrative activity reports and statistical data. Grant financial data includes invoices, ACCESS grant financial reports, CCS reports, purchase requisition/order, payment documentation, general ledger reclasses and close-out documentation, AHFC Notice of Funding Availability/Publication, committee evaluation scores, AHFC-CEO award authorization and successful application(s).	C C	10 16	- -	C+10 C+16		C=Until grant is closed out. **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.10	**Homeless Assistance Grants (HAP)/Emergency Homeless Assistance Grants** Series is hardcopy and electronic. Grants with local governments and nonprofit agencies. Includes grantee application, grant agreement/amendments, correspondence, internal and external audity/monitoring reports, grant financial data including invoices, CCS reports, ACCESS grant financial reports, purchase requisitions/orders, general ledger reclasses, program narrative reports, programmatic statistical data, closeout documentation, copy of NOFA's, committee evaluation scores and AHFC-CEO award authorization.	C+1	4	-	C+5	X	C= Until grant is closed out. **HAP:** Homeless Assistance Program **NOFA:** Notice of Funding Availability **Electronic Files:** located on the Planner I's PC's, various PC's within Planning and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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.11	**HOME Administration Files** Series is hardcopy and electronic. Consists of information related to AHFC's administration of the HOME Investment Partnerships Program including: policy-related correspondence with HUD, monitoring summary reports, match log/report, HUD circulars, notices and guidance, HUD HOME regulations and statutes, environmental review instruction, HOME grant agreements (with HUD), IDIS system and user information, award information, selected HUD publications, and other information important to administration of the HOME program.	C+1	4	-	R-5		C=Until grant is closed out. R= Recommend review every 5 years. Dispose boxes after the HOME program ceases to exist. **Electronic Files:** located on the Grants Administrator's and Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.12	**HOME CHDO Administration Files** Series is hardcopy and electronic. Administrative files include application fro CHDO designation, AHFC approval of CHDO status, list of all approved CHDO's and related correspondence.	C+1	4	-	R-5	X	R=Recommend review every 5 years. Dispose after the HOME program ceases to exist. **Electronic Files:** located on the Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.13	**HOME CHDO Operating Expense Assistance Administration Files** Series is hardcopy and electronic. Administrative files pertaining to the Operating Expense Assistance Program, including NOFA's, records of awards, environmental review, policies and procedures, and general correspondence related to the program.	C+1	4	-	R-5	X	R=Recommend review every 5 years. Dispose after the HOME program ceases to exist. **Electronic Files:** located on the Grants Administrator's and Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.14	**HOME CHDO-Operating Expense Assistance Program (OEA)** Series is hardcopy and electronic and contains the application, a copy of the grant agreement/amendments, insurance/license information, correspondence, monitoring reports, audit reports, billing and financial reimbursement data, copies of purchase order, encumbrance report and ACCESS report.	C+1	4	-	R-5	X	R=Recommend review every 5 years. Dispose after the HOME program ceases to exist. **OEA:** Operating Expense Assistance **Electronic Files:** located on the Grants Administrator's and Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.15	**HOME Opportunity Program (HOP) Grants** Series is hardcopy and electronic. Grants funded with Federal HOME funds. Funds are used to assist low/moderate income qualified Alaskans with home purchase. Subrecipient grant file includes the successful subrecipient application, grant agreement, insurance/license information, correspondence, monitoring/audit reports, invoices and financial reimbursement data, copies of purchase order, encumbrance/ACCESS report, green folder containing environmental review record (one ERR may cover multiple sub-recipient grants).	C+1	13	-	C+14	X	C= Until grant is closed out. **ERR:** Environmental Review Record **Electronic Files:** located on the Grants Administrator's and Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.16	**HOME Opportunity Loan Program (HOP)** Series is hardcopy and electronic. HOP loans are made with Federal HOME funds by HOP subrecipients to low/moderate income qualified Alaskans to purchase a primary residence. Individual loan files include the applications/approvals, homebuyer agreements, or modified set-up and completion forms, copies of the Deed/Note, reconveyance and subordination applications/approvals/denials (if any), and other documents used to approve payment and signed at closing, and service loans after closing. Original Notes are sent to the Records Center separately by Servicing (see Remarks).	C+1	16	-	C+17		C=After program year-end in which loan closes. At C+1, original Notes are sent to the Records Center by Servicing Department until they are paid off or expire (up to C+5 years). Original Notes are recalled by servicing upon expiration or payoff for reconveyance. Evidence of such is included in loan file. From C+1 to C+10 or until loan payoff, loan files are kept by the Servicing Department in a fire-proof safe. When no longer active, loan files are returned to the Planning Department for record retention under this schedule. **Personal financial information contained in any loan file is confidential.** **Electronic Files:** located on the Grants Administrator's and Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.17	**HOME Opportunity Program (HOP) Administration Files** Series is hardcopy and electronic and includes administrative files pertaining to the HOP, including NOFA's, records of awards, ERR, policies and procedures, and general correspondence related to the program.	C+1	13	-	C+14	X	C=Until grants resulting from each NOFA are closed out. **HOP:** Home Opportunity Program **ERR:** Environmental Review Record **Electronic Files:** located on the Grants Administrator's and Planner I's PC's At time of archiving, electronic files are downloaded and placed w/other documentation.
.18	**HOME Owner Rehab Program (ORP) and Senior Housing Accessibility Modifications (Senior Access)** Series is hardcopy and electronic. Grants funded with Federal HOME funds, Corporate Match and SCHDF. Sub-recipient grant files include the successful sub-recipient application, grant agreement/amendments; insurance/license information; correspondence; audit/monitoring reports; invoices and financial reimbursement data; copies of the requisition/purchase order; encumbrance report and ACCESS report. The ERR is also included (in post 98 grants, this will be in a green folder placed inside the grant file, or ERR may cover multiple sub-recipient grants).	C+1	9	-	C+10	X	C=Until no longer active. **SCHDF:** Senior Citizens Housing Development Funds **ERR:** Environmental Review Record **Electronic Files:** located on the Grant Administrator's, Planner I's and Planner II's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.19	**HOME Owner Rehab Program (ORP) Loans** Series is hardcopy and electronic. ORP loans are made with Federal HOME funds by ORP subrecipients to low/moderate income qualified Alaskans to rehabilitate a primary residence. Individual loan files include the applications/approvals, homebuyer agreements, or modified set-up and completion forms, copies of the Deed/Note, reconveyance and subordination applications/approvals/denials (if any), and other documents used to approve payment and signed at closing, and service loans after closing. Original Notes are sent to the Records Center separately by Servicing (see Remarks).	C+5	7	-	C+12	X	C=After program year-end in which the loan closes. At C+1, original Notes are sent to the Records Center by the Servicing Department until they are paid off or expire (up to C+5 years). Original Notes are recalled by Servicing upon expiration or payoff for reconveyance. Evidence of such is included in loan file. From C+1 to C+10 or until loan payoff, loan files are kept by Servicing Department in a fire-proof safe. When no longer active, loan files are returned to Planning Department for record retention under this schedule. **Personal financial information contained in any loan file is confidential.** **Electronic Files:** located on the Grant Administrator's, Planner I's and Planner II's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.20	**HOME Owner Rehab Program (ORP)/Senior Housing Accessibility Modification Administration Files** Series is hardcopy and electronic. Administrative files pertaining to the ORP, and Senior Access, including NOFA's records of awards, ERR, policies and procedures, and general correspondence related to the program.	C+1	8	-	C+9		C=Until grants resulting from each NOFA are closed out. **ORP:** Owner Occupied Rehabilitation Program **ERR:** Environmental Review Record **Electronic Files:** located on the Grant Administrator's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.21	**HOME Rental Development (PRE-1994) Grants** Series is hardcopy and electronic. Funded with Federal HOME funds for rental development of low/moderate income housing. Series contains the application, copy of the grant, applicable DCCR's, insurance/license information, correspondence, monitoring/audit reports, invoices and financial reimbursement data, copies of the purchase order, encumbrance/ACCESS reports, IRS allocation reports, rental/senior housing records, and green folder containing the environmental review record related to the grant. *For Projects after 1994, see…GOAL Program Files1994-Present (.05).	C+1	28	-	C+29	X	C=Until no longer active. LIHTC application and allocation information are kept for 10 years. DCCR's are retained until they have expired or been reconveyed. **LIHTC:**Low Income Housing Tax Credits **DCCR:**Declaration of Covenants Conditions and Restrictions **Electronic Files:** located on the Grant Administrator's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.22	**HOME Rental Development Administration Files (GOAL)** Series is hardcopy and electronic. Administrative files pertaining to HOME Rental Development portion of the GOAL program including NOFA's, record of awards, policies and procedures, and general correspondence related to the program.	C+1	28	-	C+29		C=Until grants resulting from each NOFA are closed out. **GOAL:**Rental Development Program **NOFA:** Notice of Funding Availability **Electronic Files:** located on the Grant Administrator's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.23	**Housing Opportunities for Persons with AIDS (HOPWA) Grants** Series is hardcopy and electronic. Pass-through grant funded with a combination of federal HOPWA funds and Corporate Match that provide housing assistance and supportive services to low-income persons living with HIV/AIDS. Contains HUD application/award documents, subrecipient grant agreements, amendments, narrative/monitoring reports, and correspondence. Grant financial data includes invoices, CCS/ACCESS financial reports, purchase requisitions/purchase orders, general ledger reclasses, and close-out documents.	C+1	3	-	C+4	X	C=Until grant is closed out. **HOPWA:** Housing Opportunities for Persons with Aids **Electronic Files:** located on the Grant Administrator's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.24	**Homeless Service Provider's Survey** Series is hardcopy and electronic. This Survey is compiled semi-annually and consists of homeless forms, survey summary data, charts, graphs, etc. The Survey defines homelessness based on standards established by the HUD and AHFC.	1	9	-	10		**Electronic Files:** located on the Grant Administrator's and Planning Assistant's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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.25	**HUD Community Development TA Grant & Delivery Plan** Series is hardcopy and electronic. Grants funded with a combination of Federal TA funds and Corporate Match. Sub-components include Supportive Housing TA, HOME TA, CHDO TA and CDBG TA. Series includes AHFC application to HUD, award documents, TA service delivery plans, contracts, billings, deliverables, promotional literature on TA activities, financial reimbursement data, and financial/narrative reports.	C+1	6	-	C+7	X	C=Until grant is closed out. **TA:** Technical Assistance **CHDO:** Community Housing Development Organizations **CDBG:** Community Development Block Grant **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.26	**Low Income Housing Tax Credit (LIHTC) 1987-1994** Series is hardcopy and electronic. Projects funded with LIHTC for development of low/moderate rental housing. *For projects after 1994, see GOAL Program Files (.05).	C+1	29	-	C+30	X	C=End of the calendar year in which the tax credits were issued **Electronic Files:** located on the Planner II's PC. At time of archiving, electronic files are downloaded and placed w/other documentation.
.27	**Low Income Housing Tax Credit Administration Files** Series is hardcopy and electronic. Reports to IRS on allocation activity. Contains copies of the annual report summary, allocation documents/plans and any information regarding amended forms that have been filed, policies and procedures.	C+1	24	-	C+25	X	C=End of the calendar year in which the tax credits were issued. **Electronic Files:** located on the Planner II's PC. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.28	**Miscellaneous AHFC Funded Grants** Series is hardcopy and electronic. Miscellaneous grants may contain NOFA, RFP/RFQ and applicant response, evaluation of proposal, notice of award, grant documents/amendments, payment records, and activity reports.	C+1	5	-	C+6	X	C=Until grant is closed out. **NOFA:** Notice of Funding Availability. **Electronic Files:** located on various PC's within the Planning Department and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.29	**Miscellaneous Federal Grants** Series is hardcopy and electronic and includes AHFC's response to NOFA, grant agreement, activity reports, invoices and copies of deliverables. If grant funds are passed through to nonprofits or local governments, files may contain NOFA or RFP/RFQ, evaluation of proposals, notice of award, grant/contract documents and amendments, payment records, correspondence, closeout documentation, and single source contracts with justification.	C+1	4	-	C+5	X	C=Until grant is closed out. **Electronic Files:** located on various PC's within the Planning Department and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.30	**Planning Department General Administration Files** Series is hardcopy and includes correspondence, policies and procedures.	1	2	-	3		Retain policies and procedures in office until superseded. Refer also to the GRS, Item 62, General Correspondence Files.

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.31	**Public Housing Agency Plan** Series is hardcopy and electronic. Public Housing Agency Plan (annual and five-year plans), documents related to plan development/outreach, public comments and hearings, Agency Plan guidance and regulations.	C+1	6	-	C+7		**Electronic Files:** located on the Planner I's, Housing Program & Policy Manager's (PHD) and Program Administrator/Resident Services' PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.
.32	**Reimbursable Service Agreements** Series is hardcopy and electronic. RSA agreements, quarterly financial reports, billings, deliverables, closeout RSA, and program/statistical data.	C+1	4	-	C+5	X	C=Until RSA is closed out. Refer also to the GRS, Item 22, Reimbursable Services Agreements (Agency Workfiles). **Electronic Files:** located on the Underwriter II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.33	**Project RICH & EDSS** Series is hardcopy and electronic. Contains grant application/agreements, monitoring reports, invoices, financial reimbursement data, copies of purchase orders, and encumbrance report.	C+1	5	-	C+6	X	C=Until grant is closed out. **RICH:** Rural Internet Connection for the Homeless **EDSS:** Economic Development Supportive Services **Electronic Files:** located on the Planner I's PC's. At time of archiving, electronic files are downloaded and placed w/other documentation.

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.34	**Senior Citizens Housing Development Fund (SCHDF) (to 1994)** Series is hardcopy and electronic. Projects funded with SCHDF for development of low/moderate income rental housing. Series contains application, copy of grant, applicable DCCR, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, copies of purchase order, encumbrance report/ACCESS financial report. *For projects after 1994, see GOAL Program Files	C+1	29	-	C+30	X	C=Until project is completed. Review after 30 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's, Planner II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.35	**Senior Citizen Housing Development Grant Program Administration Files** Series is hardcopy and electronic. Administrative files pertaining to the Senior Citizen Housing Development Grant Program, such as records of annual allocation, awards, statute, regulations, policies and general correspondence related to the program. After 1993 – NOFA and more extensive policy and procedures, see…HOME Rental Development Administration Files (GOAL) (.22), and HOME Owner Rehabilitation Program (ORP) (.19).	C+1	28	-	C+29		C=Until grant is closed out. Review after 30 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.36	**Senior Pre-Development Grants** Series is hardcopy and electronic. Funded with Corporate funds and occasional HOME administration funds provide for pre-development activity related to rental development housing for seniors. Series contains the application, copy of grant agreement, insurance/license information, correspondence, grantee/monitoring reports, audit reports, invoices and financial reimbursement data, purchase order, encumbrance/ACCESS report. *The NOFA is found in HOME Rental Development Administration Files.	C+1	28	-	C+29	X	C=Until successful GOAL allocation. Retain grants that do not result in a successful GOAL allocation 5 years. **Electronic Files:** located on the Grants Administrator's and Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.37	**Shelter Plus Care-Program & Grant Files** Series is hardcopy and electronic. AHFC application to HUD, HUD grant awards and Annual Performance Reports. Grantee files include grant agreement, insurance/license information, external/internal audit reports, amendments, correspondence, payment request, approvals, invoices, purchase order, financial monthly activity, encumbrance report, and general ledger reclasses.	C+1	3	-	C+4	X	C=Until grant is closed out. **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

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		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.38	**State Energy Program (SEP)-Program & Grant Files** Series is hardcopy and electronic. AHFC application, DOE grant award, correspondence, Quarterly/Final MSR's, FSR's. Salary distribution requests and RFP's or NOFA's, if applicable. Grantee files include grant agreement, insurance/license information, activity reports, amendments, correspondence, payment request, approvals and client names, invoices, purchase order, financial monthly activity/encumbrance report, general ledger reclasses, and external/internal audit reports.	C+1	3	-	C+4	X	C=Until grant is closed out. **Electronic Files:** located on the Grant Administrator's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.39	**Weatherization-Program & Grant Files** Series is hardcopy and electronic. AHFC application to the DOE, DOE grant award correspondence, quarterly and final MSR's, FSR's. Salary distribution requests. AHFC NOFA, related correspondence, and grant applications. Grantee agreements, insurance/license information, amendments, correspondence, activity reports, payment request approvals, client names, invoices, purchase orders, financial monthly activity, encumbrance report, general ledger reclasses and external/internal audit reports.	C+1	3	-	C+4	X	C=Until grant is closed out. **DOE:** Department of Energy. **Electronic Files:** located on the Grant Administrator's PC's, various PC's in Research and Rural Development and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.40	**ASHA Urban Renewal Files** Series is hardcopy and contains historical data relating to urban renewal in outlying areas administered by the Alaska State Housing Authority. Arranged chronologically by location.	-	R-5	P	-	X	R=Recommend review every five years. Refer also to the General Administrative Records Retention Schedule, Item 61, Agency Structure & History Files.

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		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.41	**Computer System/Disaster Recovery – Backup Tapes/ Documentation File** Series contains documentation files which may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics, and other development materials utilized in the creation/maintenance of the Agency's Internet site. Disaster Recovery: Grant tracking status reports, copy of Planning Department Records Retention Schedule.	C	B	-	C	X	B=Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established Corporate procedures. C=Until documentation is obsolete, superseded, administrative or management need is met.
.42	**Denali Commission/AHFC Elder Housing Grant Fund** Series is hardcopy and electronic. Projects funded for development of new construction and rehabilitation of senior facilities and housing units. Series contains application, grant agreement, applicable DCCR, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, encumbrance reports.	C+1	29	-	C+30	X	C=Until project is completed. Review after 30 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's, Planner II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 49001	Agency ID: 632

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.43	**Denali Commission/AHFC Elder Housing Grant Administrative Files** Series is hardcopy and electronic. Administrative files pertaining to the Senior Citizen Housing Development Grant Program, such as records of annual allocation, awards, statute, regulations, policies and general correspondence related to the program.	C+1	28	-	C+29	X	C=Until grant is closed out. Review after 29 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.44	**Denali Commission/AHFC Teacher, Health Professional and Public Safety Housing Grant Fund** Series is hardcopy and electronic. Projects funded for development of new construction and rehabilitation of senior facilities and housing units. Series contains application, grant agreement, applicable DCCR, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, encumbrance reports.	C+1	29	-	C+30	X	C=Until project is completed. Review after 30 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's, Planner II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.
.45	**Denali Commission/AHFC Teacher, Health Professional and Public Safety Housing Grant Administrative Files** Series is hardcopy and electronic. Projects funded for development of new construction and rehabilitation of senior facilities and housing units. Series contains application, grant agreement, applicable DCCR, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, encumbrance reports.	C+1	29	-	C+30	X	C=Until project is completed. Review after 30 years to determine whether files must be retained longer. **Electronic Files:** located on the Planner I's, Planner II's PC's and on HDS under, Planning. At time of archiving, electronic files are downloaded and placed w/other documentation.

RECORDS RETENTION SCHEDULE CONTINUATION	AHFC Schedule Number: 49001	Agency ID: 632

		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.46	**PHD – ROSS Grants** Grant Administration files only – no electronic files	C+1	2		C+3		C=Until project is completed. Review after 3 years to determine whether files must be retained longer.
.47	**Research/Training Grants** Grant Administration files only – no electronic files	C+1	2		C+3		C=Until project is completed. Review after 3 years to determine whether files must be retained longer.
.48	**GOAL – Pre-development grants for Special Needs Housing** Series is hardcopy and electronic. Projects funded for development of new construction and rehabilitation of senior facilities and housing units. Series contains application, grant agreement, applicable DCCR, insurance/license information, correspondence, activity reports, monitoring/audit reports, invoices and financial reimbursement data, encumbrance reports.	C+1	6		C+7	X	C=Until project is completed. Review after 7 years to determine whether files must be retained longer.
.49	**Planning Department Shared Folder (Private, Planning 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, superseded or administrative need met; and, complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records). Private: Only the Planning Department.

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		Retention		Disposition			
Item No.	Records Series and Description	Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.50	**Planning 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, superseded or administrative need met; and, retention complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records)
.51	**Intranet Files** Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, Planning. Files are informational in nature and contain policies and procedures for dealing with the Planning department.	C	-	-	C		C=Until form, spreadsheet or document obsolete, superseded or administrative need met; and, retention complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records)