



STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

**DEPARTMENT OF REVENUE**

**ALASKA HOUSING FINANCE CORPORATION (AHFC)**

**PHD CONTRACT ADMINISTRATION**

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 C - Until No Longer Active  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.

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>		4-3-06	<i>[Signature]</i>	3/14/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	4/2/06	<i>[Signature]</i>	3/9/06	<i>[Signature]</i>	3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 49102				Agency ID: 643	
Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p>Management &amp; Occupancy Reviews Series includes both hard and electronic copies on Excel spreadsheets, Word or Truuli. Series consists of property forms, property policies and procedures, final report sent to owner, and responses from owner.</p>	1	4	-	5		Archiving requirements according to HUD Handbook 4350.5, Contract Administration for non-performance based Annual Contributions Contract.
.02	<p><b>Housing Assistance Payment (HAP) files:</b> Series includes Monthly Housing Assistant Payment record from property, final Housing Assistance Payment for payment, adjustments to payments, special claims, and fax sheets to owner/agent (separate monthly files for each property).  Arranged chronologically.</p>	C+3	-	-	C+3		C= Until contract is terminated.
.03	<p><b>Contracts:</b> Series includes both hard and electronic copies on Excel spreadsheets, Word and Truuli. Series consists of Housing Assistance payment contracts, loan information, amendments, rent schedule, renewal request from owner, and printed computer data entry screens.  Arranged alphabetically by subject.</p>	C+3	-	-	C+3		C=Until contract is terminated and all administrative need is met.

## RECORDS RETENTION SCHEDULE CONTINUATION

AHFC Schedule Number: 49102

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Item No.	Records Series and Description	Retention			Disposition		
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.04	<p>Manuals</p> <p>Series includes both hard and electronic copies on Excel spreadsheets, Word and Truuli. Series consists of start-up information and miscellaneous manuals.</p>	C	-	-	C		C = Until administrative need is met.
.05	<p>Property Files</p> <p>Series includes both hard and electronic copies on Excel spreadsheets, Word and Truuli. Series consists of miscellaneous correspondence to and from properties, inspection information, and complaints.</p> <p>Arranged alphabetically by subject.</p>	C+3	-	-	C+3		
.06	<p>General Correspondence</p> <p>Series includes both hard and electronic copies on Excel spreadsheets, Word and Truuli. Series consists of HUD notices and various miscellaneous documents.</p> <p>Arranged alphabetically by subject.</p>	2	2	-	4		