



DIVISION OF FINANCE

MAR 21 2006

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

INFORMATION SYSTEMS DEPARTMENT

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 C - Until No Longer Active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>	4/4/06	<i>[Signature]</i>	3/16/06
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	3/9/06	<i>[Signature]</i>	3/29/06

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 49201				Agency ID: 644	
Item No.	Records Series and Description	Retention		Disposition			
		Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	Travel Documents Series is hardcopy and electronic and includes copies of travel documents for department personnel. Filed chronologically in the Operations Manager's Office.	2	-	-	2		Refer also to the GRS, Item #23, Travel Accounting. Copy of Record in Procurement. Electronic Files: located in CCS LIB.
.02	Information Systems Strategic Plan (Final) Series is electronic and contains the IS department Strategic Plan. This is the final version and is a static document.	6	-	-	6		Electronic Files: Electronic Copy of Record is located in the PDF File in the IS Public Folder on Gulkana.
.03	Information Systems Strategic Plan (Updates) Series is electronic and contains periodic updates to the IS department's Strategic Plan.	6	-	-	6		Electronic Files: Electronic Copy of Record is located in the PDF File in the IS Public Folder on Gulkana.
.04	Track-it Help Desk Database Series is electronic and includes those electronic records relating to open and closed work orders generated by the Track-it software and includes a knowledge database.	8	-	-	8		Electronic Copy of Record. Electronic Files: located in Track-it on Silver.

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.05	<p>Information Systems Change Management Log Series is electronic and contains forms describing programmatic changes to server software and is signed off by all those affected departments. Original scanned documents.</p>	6	-	-	6		<p>Electronic Copy of Record. Original signed document scanned and saved as a PDF File in IS/Documentation/Change Management/Year.</p> <p>Electronic Files: located in Gulkana under, IS.</p>
.06	<p>Purchasing Documents Series is hardcopy and electronic and includes copies of purchase requisitions, purchase orders charged against the department's budget. Filed yearly by Vendor</p>	2	-	-	2		<p>Refer to GRS, Item 50-55, Procurement, Leasing & Property Records. Copy of Record in the Procurement department.</p> <p>Electronic Files: located in CCS Select.</p>
.07	<p>Add/Change/Delete forms for active employees (Copies) Series is hardcopy and consists of documentation showing employee authorization to various networks, modules, buildings, cell phone, reports, etc. Filed alphabetically.</p>	C+3	-	-	C+3		<p>Originals kept in the Human Resource Department.</p>

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.08	<p>Add/Change/Delete forms for Temporary or Contract Employees, and Interns (originals) Series is hardcopy and consists of documentation showing employee authorization to various networks, modules, buildings, cell phone, reports, etc. Filed alphabetically.</p>	C+3	-	-	C+3		
.09	<p>Budget Documents Series is hardcopy and electronic and consists of the departmental budget and budget reports. Filed chronologically by fiscal year on the IS Shared Folder, Special Access, Management, Budget.</p>	3	-	-	3		Refer also to the GRS, Item #'s 1-3, Budget Preparation Records. Copy of Record located in the Budget department. Electronic Files: located in CCS Select.
.10	<p>Network Configuration Series is electronic and consists of infrastructure diagrams, IP addresses, and relevant switch connections.</p>	C	-	-	C	X	Electronic Copy of Record. Electronic Files: Stored in the IS Shared File, Special Access, Network on Gulkana.
.11	<p>Network Administrative Passwords Series is hardcopy and electronic and consists of passwords necessary for network administrators to configure the corporation's series of networks. Passwords are kept in the IS safe.</p>	C	-	-	C	X	Copy of Record. Confidential. Passwords are changed in accordance with established AHFC policy. Electronic Files: located on the Systems Operations Manager PC.

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.12	<p>Midrange Server Passwords Series is electronic and consists of passwords necessary for administrator functions involving the midrange servers. Passwords are kept in the IS safe.</p>	C			C	X	<p>Copy of Record. Confidential. Passwords are changed in accordance with established AHFC policy.</p> <p>Electronic Files: located on the Systems Operations Manager's PC.</p>
.13	<p>IS Department Shared Folder (Private, IS Department only) Series consists of electronic copies of forms, spreadsheets, documents, etc. that departmental personnel use on a daily basis.</p>	C	-	-	C		<p>C=Until information is obsolete, superceded or administrative need met.</p> <p>Private: Only the IS Department on Gulkana.</p>
.14	<p>IS Department Shared Public Files 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. Electronic copy is on Portage.</p>
.15	<p>Intranet Files Series consists of electronic files (.HTM, .JPG, .PDF, etc.) located on the Portage server, under departments, IS. Files are informational in nature and contain policies and procedures for dealing with the IS department.</p>	C	-	-	C		<p>C=Until form, spreadsheet or document obsolete, superceded or administrative need met.</p>