



STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DEPARTMENT OF REVENUE

ALASKA GASLINE DEVELOPMENT CORPORATION (AGDC); A SUBSIDIARY OF ALASKA HOUSING FINANCE CORPORATION (AHFC)

A - Audit  
 C - Active - as defined in Remarks column  
 CY - Current Year  
 CFY - Current Fiscal Year

M - After Microfilming  
 Numerals - Years in Addition to Current Year  
 P - Permanent

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.

**Statutory/Regulatory Authority:** In April of 2010, the Alaska Legislature passed legislation known as SCS CSHB 369(FIN) requiring the development of an in-state natural gas pipeline plan to be delivered to the legislature by July 1, 2011 providing for a natural gas pipeline to be operational by December 31, 2015. The Act became law on April 26, 2010 when it was signed by Governor Parnell. The Act provides for:

1. The creation of a Joint In-State Gasline Development Team in the Alaska Housing Finance Corporation (AHFC) and naming the chief executive officer of AHFC as the chair of the development team; and
2. The creation of a subsidiary corporation for the purpose of planning, constructing, and financing in-state natural gasline projects or for the purpose of aiding in the planning, construction, and financing of in-state natural gasline projects.

Consistent with the provisions of the Act, on May 14, 2010 the Board of Directors of Alaska Housing Finance Corporation passed a resolution creating a subsidiary corporation named the Alaska Gasline Development Corporation (AGDC).

**Definition of Terms:**

"Archives" – the Alaska State Archives located in Juneau, Alaska.

"Electronic Files" – data stored in a variety of locations and on different media. Electronic files stored on AHFC's network are backed up daily as part of AHFC's disaster recovery and business continuity plans; other electronic files are backed up as needed. AGDC's computers, software applications, and other technical equipment will be connected to the AHFC network.

"Owner of Record" – all AGDC records, in any form, are the property of AHFC. AGDC records will be transferred to the appropriate AHFC department and will be retained consistent with the record retention schedule for that department.

"Records Center" – an onsite central record storage area (for paper and film records) staffed and maintained by AHFC.

**AHFC Record Retention Process:**

Paper records are archived, managed, and destroyed by the Records Center consistent with the published record retention schedule. Records may be destroyed as soon as their administrative need is met and may not be retained longer than the approved retention period.

Vital records stored in electronic form on personal computers that are not backed up by the AHFC Information Systems Department must be printed/duplicated and forwarded to the Records Center. Electronic records must remain accessible and readable for their full retention period. Unless otherwise indicated, all record series are not confidential.

Pursuant to the provisions of AS 40.21 & 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

AGDC President, Daniel Fauske	Date	Asst. Attorney General	Date	AHFC Division Director	Date
<i>[Signature]</i>	1/19/2011	<i>[Signature]</i>	3/16/11	<i>[Signature]</i>	1/13/2011
State Archivist	Date	Records Analyst	Date		Date
<i>[Signature]</i>	3/18/11	<i>[Signature]</i>	3/17/11	<i>[Signature]</i>	2/1/11

RECORDS RETENTION SCHEDULE CONTINUATION		AHFC Schedule Number: 49300				Agency ID: 675	
Item No.	Records Series and Description	Retention			Disposition		
		AGDC Office	Records Center	State Archives	Destroy	Business Essential Record	Remarks
.01	<p><b>Personal Computer System Backup Disks/Tapes</b></p> <p>Series consists of hardcopy and electronic data files placed on disks and/or tapes periodically for backup.</p> <p>Files that are not stored on the AHFC network or backed-up by the AHFC Information Systems Department must be backed up consistent with AHFC standards and the back-up tapes archived in the Records Center or the files must be reproduced in hardcopy and transferred to the Records Center.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	C	-	C		<p>C=Until superseded or obsolete.</p> <p>Copy of Record will be maintained by AGDC.</p>
.02	<p><b>AGDC Internal Procedures Manuals</b></p> <p>Series is hardcopy and electronic and includes desktop manuals, and other AGDC internal administrative procedures.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	C		<p>C=Until superseded or obsolete.</p> <p>Copy of Record will be maintained by AGDC.</p>
.03	<p><b>AGDC Shared Folder (Private Working Documents)</b></p> <p>Series consists of electronic copies of working documents, forms, spreadsheets, etc. used by AGDC employees or contractors.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	C		<p>C=Until superseded or obsolete.</p> <p>Copy of Record will be maintained by AGDC.</p>

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.04	<p><b>General Administrative Records</b></p> <p>Series consists of hardcopy and electronic records related to the organization and activities of the subsidiary corporation.</p> <p>Hardcopy records will be transmitted to the AHFC Executive Office on a monthly basis. Electronic records on the AHFC network will be backed up by the AHFC Information Systems department consistent with AHFC standards. See 49300/1.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	2	-	C + 2		<p>C = Until superseded or obsolete.</p> <p>Copy of Record will be maintained by the AHFC Executive Office.</p>
.05	<p><b>Policies and Directives</b></p> <p>Series is hardcopy and electronic and consists of management directives or policy decisions.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	C		<p>C=Until superseded or obsolete.</p> <p>Copy of Record will be maintained by the Executive Offices of AHFC.</p>
.06	<p><b>Publications</b></p> <p>Series is hardcopy and includes brochures, flyers, and other publications.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	3	-	C + 3		<p>Copy of Record will be maintained by GRPA.</p>

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.07	<p><b>Technical Materials</b></p> <p>Series includes hardcopy and electronic materials, technical studies, consultant reports, and other technical information provided AGDC from any source.</p> <p>Records will be maintained by the AHFC Executive Offices consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	C		Copy of Record will be maintained by the Executive Offices of AHFC.
.08	<p><b>Board of Directors Materials</b></p> <p>Series consists of hardcopy and electronic records.</p> <p>Copies of public notices, public hearings, meeting agenda packets, attachments, exhibits, proof of publication, etc. will be forwarded to the Executive Offices of AHFC to be managed consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	2	P	-	X	<p>P = Transfer to State Archives.</p> <p>Copy of Record will be maintained by the AHFC Executive Office.</p>
.09	<p><b>Personnel Rules and Procedures</b></p> <p>Series is hardcopy and electronic in format.</p> <p>If applicable, AGDC will adopt the AHFC personnel rules and procedures.</p> <p>The AHFC Human Resources Department is the owner and administrator of the AHFC personnel rules.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	5	-	C+5		<p>C=Until no longer in effect.</p> <p>Copy of Record will be maintained by Human Resources Department.</p>

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.10	<p><b>Human Resource Records</b></p> <p>Records related to the employment of AGDC staff will be maintained by the AHFC Human Resources Department consistent with AHFC standards.</p>	-	-	-	-	X	<p>Copy of Record will be maintained by the Human Resources Department.</p> <p>Note: some of these records may be confidential.</p>
.11	<p><b>Workers Compensation Files</b></p> <p>Series is hardcopy and electronic and includes claims related to on the job injury or illness to employees and the OSHA log and summary.</p> <p>Claims related to on the job injuries will be managed by the AHFC Human Resources Department consistent with AHFC standards.</p>	C	7	-	C+7		<p>Keep 7 years after claim is settled and all legal aspects are resolved.</p> <p>Copy of Record will be maintained by Human Resources Department.</p> <p>Note: some of these records may be confidential.</p>
.12	<p><b>Budget Materials</b></p> <p>Series is hardcopy and electronic records. Filed by fiscal year.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	CFY+2	-	-	3		<p>Copy of Record will be maintained by the AHFC Budget Department consistent with AHFC standards.</p>
.13	<p><b>Purchasing, Travel, Other Expenses</b></p> <p>Series is electronic.</p>	C	-	-	3		<p>Copy of Record will be maintained in an online purchasing, travel and expense software application.</p>

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.14	<p><b>Accounts Payable Transactions</b></p> <p>Series is electronic.</p> <p>Accounts payable transactions for AGDC will be managed through the AHFC financial system consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	2	-	3		Copy of Record will be maintained by the Finance Department.
.15	<p><b>Contracts, Leases and Other Agreements</b></p> <p>Series is hardcopy and electronic.</p> <p>Original versions of the records will be transferred to AHFC Risk Management to be managed consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	5	-	C+6	X	<p>C = Date contract, grant, lease or agreement terminated.</p> <p>Copy of Record will be maintained in RM.</p>
.16	<p><b>Freedom of Information Act Requests (FOIA); Public Inquiries; Public Relations</b></p> <p>Series consists of hardcopy and electronic records related to inquiries regarding the activities of the subsidiary corporation.</p> <p>Requests will be transmitted to the AHFC Governmental Relations &amp; Public Affairs Department (GRPA) department upon receipt. Records will be maintained by GRPA consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	4		Copy of Record will be maintained by GRPA.

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.17	<p><b>Claims, Complaints, Litigation Files</b></p> <p>Series consists of hardcopy and electronic records of claims, complaints, and litigation.</p> <p>Claims, demands, complaints, summons, lawsuits and similar actions will be forwarded to AHFC Risk Management (RM) for processing consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	2	-	C+2		<p>C=Until case is closed.</p> <p>Copy of Record will be maintained by RM.</p>
.18	<p><b>Quarterly Financial Statements &amp; Year-end Financial Reports</b></p> <p>Series is hardcopy and electronic.</p> <p>Records will be maintained by the AHFC Finance Department consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	5	-	7	X	Copy of Record will be maintained by the Finance Department.
.19	<p><b>External Audit Reports</b></p> <p>Series is hardcopy and consists of external audit reports and AGDC responses.</p> <p>Records will be maintained by the AHFC Internal Audit Department consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	3		Copy of Record will be maintained by AHFC Internal Audit Department.

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.20	<p><b>Internal Audit Reports</b></p> <p>Series is hardcopy and consists of AHFC Internal Audit reports and AGDC responses.</p> <p>Records will be maintained by the AHFC Internal Audit Department consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	3		Copy of Record will be maintained by AHFC Internal Audit Department.
.21	<p><b>Reports to the Alaska Legislature, Other Public Reports</b></p> <p>Series is hardcopy and consists of AGDC reports and recommendations.</p> <p>Records will be maintained by the AHFC Executive Offices consistent with AHFC standards.</p> <p>Copies of the records will be maintained in AGDC offices until the administrative need is met.</p>	C	-	-	3		Copy of Record will be maintained by AHFC Executive Offices.