



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 85 Schedule No: 04-85.1

DEPARTMENT OF REVENUE
 PERMANENT FUND DIVIDEND (PFD) DIVISION
 85 - APPLICATION PROCESSING (PFD OPERATIONS)

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under 15 AAC 23.253. This schedule supersedes #44204.

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.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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

Division Director	Signature of Division Director		Date
	*		-
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	9/8/09	*	9/25/09
State Archivist	Date	Records Analyst	Date
*	10/5/09	*	6/18/09

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - PFD Applications (Original) Consists of applications with supporting documentation for adults and minor children.</p> <p>Originals are arranged by document locator number.</p>	H	S+6 Mos.	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures. Originals may be disposed after six months.</p> <p>Originals are scanned into the Dividend Application & Information System (DAIS).</p> <p>PFD administered approximately 700,000 applications in 2009.</p>
<p>001.2 - PFD Applications (Electronic) Consists of applications with supporting documentation for adults and minor children.</p>	E	S+21	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures.</p>
<p>002.1 - PFD Auxiliary File (Original) The series documents all changes made to the PFD computer record for an individual. Includes change reports, address change forms, returned information letters, cancelled warrant stubs, enforcement contact sheets, copies of denial letters, appeal forms and correspondence.</p> <p>Originals are arranged by Julian date.</p>		S+6 Mos.	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures. Originals may be disposed after six months.</p> <p>Originals are scanned into the Dividend Application & Information System (DAIS).</p>
<p>002.2 - PFD Auxiliary File (Electronic) The series documents all changes made to the PFD computer record for an individual. Includes change reports, address change forms, returned information letters, cancelled warrant stubs, enforcement contact sheets, copies of denial letters, appeal forms and correspondence.</p>	E	S+21	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003.1 - Garnishment Records (Original) This records series documents the garnishment of PFDs and includes writs of execution, correspondence, assignment of rights and back-up information.</p> <p>Originals are arranged by batch/Document Location Number (DLN).</p>		S+6 Mos.	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures. Originals may be disposed after six months.</p> <p>Originals are scanned into the Dividend Application & Information System (DAIS).</p>
<p>003.2 - Garnishment Records (Electronic) This records series documents the garnishment of PFDs and includes writs of execution, correspondence, assignment of rights and back-up information.</p>	E	S+21	Y	<p>S = After documents are scanned and images verified under the Permanent Fund Dividend division's standard operating policies and procedures.</p>
<p>004 - Microfilm (Master & Workcopy) Includes: PFD applications, auxiliary file, garnishment records, warrants and computer output microfiche of the warrant register.</p>	M	21	Y	<p>Master & Workcopy microfilm were microfilmed by the State until 1992 but are no longer produced. Master microfilm will be administered in the records center and workcopy microfilm will be administered in the office until 2013.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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