



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 44002

Agency ID #: 560

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|   |   |
|---|---|
| <p>DEPARTMENT OF REVENUE</p> <p>PERMANENT FUND DIVIDEND (PFD) DIVISION</p> <p>DIRECTOR'S OFFICE</p> | <p><b>KEY</b></p> <p>A - After Audit    Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year    TO - Term of Office</p> <p>P - Permanent    S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p> |
|---|---|

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on Fiscal year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are confidential under 15 AAC 23.253. This records schedule supercedes #44001.

Statutory/Regulatory Authority: AS 43.23; 15 AAC 23.

The PFD Division is responsible for annually distributing a PFD to each eligible Alaska resident. The Division disseminates information to the public about the program, including the eligibility and filing requirements; develops and distributes application forms; assists the public in completing and filing applications; develops and initiates improved application processing; determines applicant eligibility; provides an appeal process to those applicants determined ineligible; investigates potentially fraudulent applications; and develops cases for criminal prosecution.

NOTE: 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 below are approved for retention and disposition as indicated.

|  |                            |         |                                |         |
|--|----------------------------|---------|--------------------------------|---------|
| Division Director                                | State Archivist            | Date    | Attorney General               | Date    |
| Debbie Bitney / <i>Designee</i><br>Dan DeBartolo | <i>Glenn Cook</i>          | 7/10/09 | <i>Craig Tully</i>             | 6/23/09 |
| Signature of Division Director/Designee          | Records Analyst            | Date    | Commissioner of Administration | Date    |
| <i>Dan DeBartolo</i>                             | <i>Christopher L. Hall</i> | 6-18-09 | <i>Ken J. Jones</i>            | 7/6/09  |

DIVISION OF FINANCE

JUN 29 2009

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| Item No. | Records Series Title and Description   | Retention |                | Disposition    |            |              | Remarks   |
|----------|--|-----------|----------------|----------------|------------|--------------|---|
|          |  | Office    | Records Center | State Archives | Destroy    | Vital Record |   |
| 1        | <p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p> | -         | -              | See<br>GRS     | See<br>GRS |              | <p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p> |
| 2        | <p><b>Criminal Investigation Case Files:</b></p> <p>This series documents investigations into criminal actions involving the Division. Includes both prosecuted and non-prosecuted cases. Cases are prosecuted by the Department of Law Criminal Division.</p> <p>Arranged by case number.</p>   | C         | 3              | -              | C+3        |              | <p>C=After case is closed.</p> <p>There is one investigator located in Anchorage and one in Juneau.</p> <p>Office of Record is the Department of Law.</p>   |