



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 44204

Agency ID #: 85

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<p>DEPARTMENT OF REVENUE</p> <p>PERMANENT FUND DIVIDEND (PFD) DIVISION</p> <p>APPLICATION PROCESSING (PFD OPERATIONS)</p>	<p style="text-align: center;">KEY</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>
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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 **Calendar** 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 #44203.

Statutory Authority: AS 43.23; 15 AAC 23. All record series are administered for twenty one years under 15 AAC 23.133.

The PFD is responsible for annually distributing a permanent fund dividend 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
Debbi Bitney / <i>Designee</i> <i>Don DeBarolo</i>	<i>Glenn Cook</i>	10/5/09	<i>Craig J. Tully</i>	9/15/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Don DeBarolo</i>	<i>Christopher L. Hieb</i>	6-18-09	<i>Ken [unclear]</i>	9/25/09

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>PFD Applications (Original):</p> <p>(Electronic):</p> <p>Consists of applications with supporting documentation for adults and minor children.</p> <p>Originals are arranged by document locator number.</p>	S 21	6 Mos. -	- -	S+6 Mos. 21	X	<p>S=After documents are scanned and images verified under Permanent Fund Dividend Divisions 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>
2	<p>PFD Auxiliary File (Original):</p> <p>(Electronic):</p> <p>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 21	6 Mos. -	- -	S+6 Mos. 21	X	<p>S=After documents are scanned and images verified under Permanent Fund Dividend Divisions 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>
3	<p>Garnishment Records (Original):</p> <p>(Electronic):</p> <p>This records series documents the garnishment of PFD's 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 21	6 Mos. -	- -	S+6 Mos. 21	X	<p>S=After documents are scanned and images verified under Permanent Fund Dividend Divisions 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>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Master Microfilm:</p> <p>Workcopy Microfilm:</p> <p>Includes: PFD applications, auxiliary file, garnishment records, warrants and computer output microfiche of the warrant register.</p>	-	21	-	21	X	Master & Workcopy microfilm were microfilmed by the State until 1992 but are no longer produced. Master and workcopy microfilm will be administered in the Records Center and Office until 2013.
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Document Processing staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See 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>