



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 43004

Agency ID #: 97
 DIVISION OF FINANCE

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 JAN 22 2003

DEPARTMENT OF REVENUE	KEY
TAX DIVISION	A - After Audit Numerals - Years in Addition to current year
CORPORATE TAX UNIT	CFY - Current Fiscal Year TO - Term of Office
	CY - Current Year M - After Microfilming
	P - Permanent C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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.

RECEIVED
 DEC 20 2002
 Tax Division
 Department of Revenue
 Anchorage, Alaska

Unless otherwise noted, all records are confidential per AS 43.05.230. This records schedule supercedes #43003.

Statutory/Regulatory Authority: AS 43 & 15 AAC. AS 43.05.260; AS 43.05.270; AS 43.05.275; and, 15 AAC 05.300 provide 3 years to assess a tax, 6 years after assessment to levy or begin court proceedings to collect tax, and 2 years after tax payment or 3 years after returned filed to claim refund, whichever is longer. All retention periods listed on this schedule comply with these requirements.

Per AS 43 the Tax Division performs revenue audit and taxation functions for twenty tax types and four nontax revenue programs administered by the Department of Revenue. The Division administers the tax laws to promote voluntary taxpayer compliance.

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.

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 Dan Dickinson	State Archivist <i>[Signature]</i>	Date 2/24/03	Attorney General <i>[Signature]</i>	Date 1/16/03
Signature of Division Director <i>[Signature]</i>	Date 2/24/02	Records Analyst D. Dawson	Commissioner of Administration <i>[Signature]</i>	Date 2/12/03

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Alaska Corporate Tax Returns (High Risk):</p> <p>Records series consists of annual returns (form 04-611) and may include copies of federal income tax returns.</p> <p>Arranged alphabetically by corporate name.</p>	3	4+6 Mos.	-	7+ 6 Mos.		<p>Dispose after 7 years, 6 months.</p> <p>High Risk=Returns with potential for audit/further examination.</p>
2	<p>Federal Corporate Tax Returns (High Risk):</p> <p>Copies of federal income tax returns filed by corporations.</p> <p>Arranged alphabetically by corporate name.</p>	1	2+6 Mos.	-	3+6 Mos.		<p>Dispose after 3 years, 6 months.</p>
3	<p>Alaska Corporate Tax Returns (Low Risk):</p> <p>Consists of the following annual returns (Form 04-611 or 04-611SF): homeowner, C-Corp, S-Corp, and Exempt. May include copy of federal tax return.</p> <p>Arranged alphabetically by organization name.</p>	C	3+6 Mos.	-	3+6 Mos.		<p>C=Current. Retain files in office as long as active.</p> <p>Dispose after 3 years, 6 months.</p> <p>Low Risk=Returns with low potential for audit/further examination.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Inactive Corporations Report & Partnership Returns:</p> <p>Reports (form 04-611) on inactive corporations and may include copies of federal return, federal form 1065 and Alaska return.</p> <p>Arranged alphabetically by corporate name.</p>	C	-	-	C		C=Current. Retain files in office as long as active.
5	<p>Special Projects:</p> <p>Includes correspondence and information related to the administration of agency special projects.</p>	C+3	-	AR	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>AR (Archival Review): Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>
6	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Corporate Tax Unit staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>