



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: 115 Schedule No: 04-115.1

DEPARTMENT OF REVENUE

DIVISION OF TREASURY

115 - CASH MANAGEMENT SECTION

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 nonconfidential. This records schedule supersedes #43406.

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
	*		6/11/12
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/16/12	*	6/14/12
State Archivist	Date	Records Analyst	Date
*	6/15/12	*	6/14/12

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Redeemed Warrants (Originals) Arranged by date of redemption.	H	S	Y	S = Until scanned by the warrant clearing bank. Warrants are classified as sensitive and require special handling for disposal.
001.2 - Redeemed Warrants (Electronic Copy) Arranged by date of redemption.	E	CFY+6	Y	Warrants are classified as sensitive and require special handling for disposal. The 7 year retention complies with banking industry standards.
002 - Daily Reconciliation of Redeemed Warrants This series consists of copies of Treasury Adjustment forms for warrant purchases, "pull sheets" arranged by month, and affidavits of forgery with attached copies of warrants. Example: KeyBank Warrant Recon.	H & E	CFY+2		
003 - Forgery & Fraud Investigation Case Files This series consists of copies of investigator's request for warrants, copies of warrants and copies of the Division's response. Investigations are performed by the issuing agencies, not the Division of Treasury. Arranged alphabetically by name of case.	H & E	C		C = Until case is closed. The Official Record Copy is administered by the investigating agency.
004 - Bank Statements (Department of Revenue Accounts) This series consists of original statements for departmental accounts. Examples: bank statements and account analysis. Arranged by account and thereunder chronologically.	H & E	CFY+7		
005 - Daily Bank Balance Detail Report Bank balances on a daily basis. Examples: Same Day Balance Calc Reports, Prior Day Balance Calc Reports, and GTreasury TA Reports. Arranged chronologically.	H & E	1		

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> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<p align="center">Format Key</p> H = Hardcopy E = Electronic D = Database M = Microform	<p align="center">Bus. Ess = Business Essential</p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Non Sufficient Funds (NSF) File This series consists of Treasury Journal Entry forms and notices from banks regarding checks with insufficient funds to redeem. Example: NSF and bank adjustments.</p> <p>Arranged chronologically.</p>	H & E	CFY+2		
<p>007 - Collateral Files & Listings This series consists of collateral pledged by banks in regard to Certificates of Deposit purchased by the State.</p>	H & E	CFY+1		
<p>008 - Monthly FTP Register (COM) This is a cumulative report showing AKSAS transactions on microfiche.</p>	M	CFY+6		
<p>009 - Cash Files Consists of worksheets regarding cash calculations, wire instructions (who received money and how much), copies of non-warrant disbursement forms. Examples: cash sheets, ACH, wires, international payments.</p> <p>Arranged by month and day.</p>	H & E	CFY+2		

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<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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