



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 595      Schedule No: 04-595.1**

DEPARTMENT OF REVENUE  
 DIVISION OF TREASURY  
 595 - UNCLAIMED PROPERTY 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 #44703.

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
	*	9/8/05
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	9/12/05	*
		9/16/05
State Archivist	Date	Records Analyst
*	9/22/05	*
		8/30/05

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Holder Reports</b>                      This series consists of reports issued by individual companies with abandoned personal property (traveler's checks, bank accounts, stocks, bonds, safety deposit box contents, wages, refunds, etc.) in their possession. Includes name of owner(s), amount of property abandoned and last known address, if known. Currently there are about 4,895 holders.</p> <p>Arranged alphabetically by holder name.</p>		10		<p>Some data from this series is input into the Unclaimed Property Database (Fox Pro).</p> <p>Under AS 34.45.300, holders are required to retain records for ten years after the holder files the report; records relating to written instruments must be retained three years after the date the property is reportable.</p> <p>Annual accrual rate is approximately 4.5 cubic feet.</p>
<p><b>002 - Refunds</b>                      Records series consists of the Petition for Unclaimed Property, with owner signature, copy of the Financial Transaction Register (FTP) indicating amount of money refunded per a general warrant, screen print backup, copies of identification (i.e. driver's license, social security card, birth certificate, wills, death certificate, etc.</p> <p>Arranged alphabetically by owner or company name.</p>		5		

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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