



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 141 Willoughby Avenue  
 Juneau, AK 99801-1720  
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 43503

Agency ID #: 114

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<b>DEPARTMENT OF REVENUE          TREASURY DIVISION          COMPTROLLER'S SECTION</b>	<b>KEY</b>			
	<b>A</b>	- After Audit	<b>Numerals</b>	- Years in Addition to current year
	<b>CFY</b>	- Current Fiscal Year	<b>TO</b>	- Term of Office
	<b>CY</b>	- Current Year	<b>M</b>	- After Microfilming
	<b>P</b>	- Permanent	<b>C</b>	- 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; unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **State Fis.** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are nonconfidential.

Statutory Authority: AS 43.

The Treasury Division is charged with the responsibility of managing the State's financial assets. This includes management of 18 separately invested funds totalling over \$9.7 billion, the collection and disbursement of all State funds and the issuance and oversight of all State debt. The Division serves as staff and investment counsel to the Alaska State Pension Investment Board (ASPIB) and the State Bond Committee.

This records schedule supercedes #043502.

**Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.**

Divison Director  Neil Slotnick	State Archivist 		Date 4/21/00	Attorney General 	Date 4/10/00
Signature of Division Director 	Date 4/3/00	Records Analyst D. Newsum	Date 3/29/00	Commissioner of Administration 	Date 4/13/00

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>Audit Reports:</b></p> <p>Prepared annually by the Division and audited by private firms for the following:</p> <p>A. ASPIB, which includes the Retirement Funds (SBS, Deferred Compensation, PERS, TRS); and,                      B. Non-retirement Funds (General Fund, University of Alaska, Budget Reserve Trust Fund).</p>	C	-	P	-		<p>C=Until administrative/management need is met.</p> <p>ASPIB: Alaska State Pension Investment Board</p> <p>Annual accrual rate is less than 1 cubic foot.</p>
2	<p><b>Fishery Product Revolving Loan Guarantee Files:</b></p> <p>The Department administered the program which ceased in January 1993, and acted as fund manager. Series consists of loan applications, correspondence, money manager reports, etc.</p> <p>Arranged alphabetically by name.</p>	5	5	-	10		<p>Statutory Authority: AS 45.92.10 - AS 45.94.060. This program is defunct; however, the Department of Community &amp; Economic Development, Division of Investments administers the loans.</p>
3	<p><b>Daily Investment Work Files:</b></p> <p>This fileset documents all trade activity of funds and includes trade tickets, audit trails, repurchase agreements, and cash sweep notices.</p> <p>Arranged chronologically by settlement date.</p>	CFY + 1	-	-	CFY + 1		<p>These records are located in three-ring binders, co-mingled by date. Custodian also maintains its copies of transactions.</p>

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**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>ASSET LISTINGS</b>  <b>Reports from Safekeeping Agent:</b></p> <p>Reports from Managers:</p> <p>Received monthly from safekeeping agent and investment managers for each fund showing assets held by the fund. Includes lists of securities transactions.</p> <p>Arranged by manager.</p>	2	8	-	10		Justification for 10-year retention: Administrative need.
		2	-	-	2		Annual accrual rate is approximately 36 cubic feet.
5	<p><b>Monthly Fund Financial Reports:</b></p> <p>Monthly inhouse reports showing financial status of each fund. Includes backup (custodial reports for fixed income copies of treasury adjustments, memo documents/vouchers) for the preparation of the reports. Arranged chronologically by fund for the following:</p> <p>A. ASPIB, which includes the Retirement Funds (SBS, Deferred Compensation, PERS, TRS); and,                      B. Non-retirement Funds (General Fund, University of Alaska, Budget Reserve Trust Fund).</p>	2	5	-	7		Annual accrual rate is approximately 4 - 6 cubic feet.
6	<p><b>Cost &amp; Market Value Reports &amp; Income Recap Reports:</b></p> <p>Monthly internal Division reports.</p> <p>Arranged chronologically.</p>	CFY + 1	-	-	CFY + 1		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Mortgage &amp; Other Loan Payment Files:</b></p> <p>Fileset consists of transactional payment information. Includes all payoffs, copies of deeds of trust, monthly reports by seller/servicer of all loan activity, settlement remittance summary with backup, principal trial balance, copies of treasury adjustments, reassignments and correspondence. There are currently 30 active loans.</p> <p>Arranged by fund and then alphabetically by bank.</p>	1	29	-	30		<p>Justification for 30-year retention period: This series verifies individual loan payments and may be necessary for documenting collection activities. Also, AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
8	<p><b>Mortgage &amp; Other Loan Purchase Files:</b></p> <p>Delivery schedules of loans purchases prepared by seller/servicer and copy of treasury adjustment.</p> <p>There are no purchases at this time. Last activity was circa 1986; however, administration of this fileset resides with the Division. Arranged by fund and then by loan type.</p>	1	29	-	30		<p>Justification for 30-year retention period: This series verifies individual loan payments and may be necessary for documenting collection activities. Also, AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners.</p>
9	<p><b>Security Transaction Confirmations:</b></p> <p>This series consists of confirmations received from the brokers.</p>	CFY/ A	-	-	CFY/ A		A=After audit.

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10	<p><b>Trade Tickets:</b></p> <p>Consists of handwritten trade tickets, final trade tickets by maturity date, repo trade tickets and backup, cash transfer sheets-AY70 trade tickets.</p>	CFY + 1	-	-	CFY + 1		
11	<p><b>Alaska State Pension Investment Board (ASPIB) Records:</b></p> <p>The purpose of the Board is to provide prudent and productive management and investment of state pension funds and, upon agreement with the Commissioner of the Department or the fiduciary responsible for the fund, of other state funds.</p> <p>Consists of original files and documents dating from October 1992, including meeting minutes, ASPIB packets, correspondence and audiotapes.</p>	5	-	P	-		<p>Statutory Authority: AS 37.10.210 - .390. The Treasury Division provides staff for the Board. These records are located in the liaison to the Board's office.</p> <p>Annual accrual rate is approximately 8 cubic feet.</p>
12	<p><b>GENERAL ADMINISTRATIVE RECORDS</b></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>Comptroller staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>All duplicate copies of records 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 &amp; Records homepage.</p>