



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 44703

Agency ID #: 595

Page 1 of 2

<p><b>DEPARTMENT OF REVENUE</b></p> <p><b>TREASURY DIVISION</b></p> <p><b>UNCLAIMED PROPERTY SECTION</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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 Schedule #100.2, 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #44702.

Statutory Authority: Uniform Unclaimed Property Act (AS 34.45).

This section receives and accounts for abandoned property reported to the State and processes claims by owners to return property held by the State to its rightful owner. The Section advertises annually in the State's major newspapers providing notice to owners of property being held by the State.

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	State Archivist	Date	Attorney General	Date
Susan Taylor, Comptroller	<i>[Signature]</i>	9-22-05	<i>[Signature]</i>	9/12/05
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	D. Dawson	8/30/05	<i>[Signature]</i>	9/16/05

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Holder Reports:</b></p> <p>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>	5	5	-	10		<p>Some data from this series is input into the Unclaimed Property Database (Fox Pro).</p> <p>Per 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>

2	<p><b>Refunds:</b></p> <p>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>	2	3	-	5		
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