



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
 141 Willoughby Avenue
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Schedule Number: 044801

Agency Id: 596

STATE OF ALASKA

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RECORDS RETENTION SCHEDULE

KEY

DEPARTMENT OF REVENUE
TREASURY DIVISION
PORTFOLIO MANAGEMENT

- | | | | |
|------------|-----------------------|-----------------|-------------------------------------|
| A | - After Audit | Numerals | - Years in Addition to Current Year |
| CFY | - Current Fiscal Year | TO | - Term of Office |
| CY | - Current Year | M | - After Microfilming |
| P | - Permanent | C | - Current/or as defined |

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

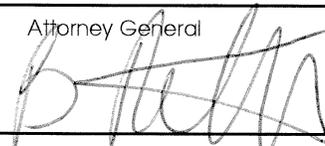
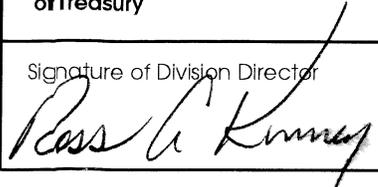
Unless otherwise noted all records are retained on a **Calendar** year basis.

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

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. Division serves as staff and investment counsel to the Alaska State Pension Investment Board (ASPIB) and the State Bond Committee.

The mission of the Portfolio Management Section is to maximize the investment rate of return on investment portfolios consistent with statutes and fiduciary standards while maintaining safety principal.

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

Typed Name Division Director Ross A. Kinney, Deputy Commissioner of Treasury	State Archivist 		Date 8/14/97	Attorney General 	Date 8/4/97
Signature of Division Director 	Date 7/30/97	Records Analyst 	Date 4/9/97	Commissioner of Administration Donald Wanic for Mark Boyer	Date 8/12/97

RECORDS RETENTION SCHEDULE CONTINUATION

Schedule Number **044801**

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		Retention		Disposition			AgencyId 596
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
01	<p>Performance/Return Analyses Evaluations: Contract vendors perform performance evaluations once a quarter which provide a return analyses of different asset classes. Arranged chronologically.</p>	4	11	-	15	X	<p>Justification for 15-year retention: Long term retention of this series is required for historical tracking purposes so that judicious decisions regarding the investment of State funds can be made. Further, staff access to this series is necessary when the Alaska State Legislature and other state agencies request specific performance evaluations/return analyses.</p> <p>Annual accrual rate is approximately two cubic feet.</p>
02	<p>ASPIB/Treasury Correspondence: This series consists of incoming/outgoing letters and memoranda relating to ASPIB and other Treasury matters. Arranged topically and chronologically.</p>	5	10	-	15	X	<p>Justification for 15-year retention: Long term retention of this series is required for historical tracking purposes so that judicious decisions regarding the investment of State funds can be made. Further, staff access to this series is necessary when the Alaska State Legislature and other state agencies request certain ASPIB or Treasury correspondence.</p> <p>Annual accrual rate is approximately two cubic feet.</p>
03	<p>GENERAL ADMINISTRATIVE FILES These series include such topics as general administrative correspondence, regulation files, meeting and hearing files, contract files, budgets, fiscal records, travel, vendor files, employment applications, personnel files, etc. The Treasury Division, Portfolio Management will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>NOTE: Documents and e-mail business messages maintained only in electronic format must meet the same retention requirements as hardcopy or microfilmed documents.</p> <p>Duplicate copies of records located on any media may be destroyed after administrative need is met.</p>