



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

Schedule Number: 21502

Agency ID #: 74

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF ADMINISTRATION</p> <p>DIVISION OF RETIREMENT & BENEFITS</p> <p>DIRECTOR'S OFFICE; ADMINISTRATIVE SUPPORT</p>	<p style="text-align: center;">KEY</p> <p>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</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, and Amendments 1 thru 4, 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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #021501.

Statutory/Regulatory Authority: AS 39.35; 2 AAC 35 (Public Employees' Retirement System); 2 AAC 35 (Public Employees' Retirement System); AS 39.30.09, 2 AAC 39 (Group Health and Life Insurance, Long Term Care Insurance); AS 39.30.150-180, 2 AAC 37.125-185 (SBS); AS 39.45.010-060, 2 AAC 37.200-255 (Deferred Compensation).

The Division of Retirement and Benefits develops, manages and administers State employee retirement and investment plans. The goal of the Division is to administer the retirement and benefit plans efficiently by: maintaining accurate records, distributing benefits in a timely manner, protecting the participants' assets, negotiating benefit plan rates, assisting employers and employees to make informed decisions, and providing the maximum in service at a minimum in cost to the retirement trust fund and each participant.

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 Direction	State Archivist	Date	Attorney General	Date
Guy Bell	<i>Original signature held on file.</i>	8/28/02	<i>Original signature held on file.</i>	8/21/02
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	8/14/02	<i>Original signature held on file.</i>	8/8/02	<i>Original signature held on file.</i>
				8/26/02

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<p>1</p>	<p>GENERAL ADMINISTRATIVE FILES: This series include general administrative correspondence, regulation files, meeting and hearing files, contract files, budgets, fiscal records, travel, vendor files, employment applications, personnel files, etc. The Director's Office and Administrative Support Service staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>			<p>See GRS</p>	<p>See GRS</p>		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy or microfilmed documents. Duplicate copies of records located on any media may be destroyed after administrative/management need is met. The General Schedule may be downloaded from the Archives & Records Management homepage.</p>
<p>2</p>	<p>Employer Correspondence (Original): Incoming and outgoing correspondence. Documents notification to employer whether employer rate has changed. Arranged Alphabetically by employer (Master Microfiche): (Work Copy Microfiche):</p>	<p>C</p>	<p>10 10</p>		<p>M 10 10</p>		<p>C = Until microfilmed. Originals may be destroyed after the microfiche is certified "true and correct." Justification for Ten-year Retention: Administrative need. Annual accrual rate is less than once cubic foot.</p>
<p>3</p>	<p>Participation Agreements: This series consists of participation agreements between the TRS and PERS with the retirement systems. Arranged alphabetically by employer.</p>	<p>C+3</p>			<p>C+3</p>		<p>C = Participation is concluded. Per AS 09.10.053 Statute of Limitations for contract cases is 3 years for causes of action that accrued after August 7, 1997. Authority: Chapter 26 SLA 1997; Silvers v Silvers, 999P.2d 786, 90 n. 4 (Alaska 2000). TRS: Teacher's Retirement System; PERS; Public Employee's Retirement System.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Hearing Files & Audiotapes: Includes: audiotapes, workpapers, complaints, pleadings, briefs, exhibits, correspondence and fiscal decisions related to PERS and TRS board hearings.</p>	C+6			C+6		<p>C = Until final decision is rendered and case is closed. Audio recordings of the hearings may be recycled after six years.</p>
5	<p>Special Project Files: Information, correspondence, and reports on special projects, committees, and/or task force groups. Arranged alphabetically by subject.</p>	C+3		P			<p>C = Until obsolete, superceded or administrative/management need is met.</p>
5	<p>Special Projects: Information, correspondence, and reports on special projects, committees, and/or task force groups. Arranged by subject.</p>	C+3		AR	C+3		<p>C = Until project is concluded or administrative/management need is met. AR (Archival Review): Submit file titles for archival review prior to disposition. Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
6	<p>State Equipment Records (Delivery Order, Correspondence, General Maintenance Records):</p> <p>State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):</p>	<p>3</p> <p>C+4</p>			<p>3</p> <p>C+4</p>		<p>Office of Record for vehicle documentation is the Statewide Equipment Fleet.</p> <p>C = For the life of the equipment.</p> <p>JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.</p>
7	<p>Property Control Files:</p> <p>Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.</p>	<p>3/A</p>			<p>3/A</p>		<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Office of Record is Division of General Services.</p>
8	<p>Computer System Documentation File:</p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Division's Internet site.</p>	<p>C</p>			<p>C</p>	<p>X</p>	<p>C = Until documentation is obsolete, superceded or administrative/management need is met.</p>