



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 675 Schedule No: 04-675.1

DEPARTMENT OF REVENUE

ALASKA GASLINE DEVELOPMENT CORPORATION (AGDC)

675 - A SUBSIDIARY OF ALASKA HOUSING FINANCE CORPORATION (AHFC)

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 indicated all records series are nonconfidential. This schedule supercedes #49300.

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 <i>Original signature held on file.</i>	Date 1/13/2011
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/16/2011	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 3/18/2011	Records Analyst <i>Original signature held on file.</i>
		Date 3/17/2011

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Personal Computer System Backup Disks/Tapes Series consists of hardcopy and electronic data files periodically backed up on disks/tapes that are not in AHFC's network for AHFC Executive Office records.</p> <p>Filed chronologically.</p>	E	C		C = Until superseded or obsolete. Copy of Record will be maintained by AGDC.
<p>002 - AGDC Internal Procedures Manuals Series is hardcopy and electronic records that includes desktop manuals, and other AGDC internal administrative procedures.</p>	H & E	C		C = Until superseded or obsolete. Copy of Record will be maintained by AGDC.
<p>003 - AGDC Shared Folder (Private Working Documents) Series consists of electronic working document copies, forms, spreadsheets, etc. used by AGDC employees or contractors.</p>	E	C		C = Until superseded or obsolete. Copy of Record will be maintained by AGDC.
<p>004 - Policies & Directives Series is hardcopy and electronic and consists of management directives or policy decisions.</p>	H & E	C		C = Until superseded or obsolete. These records document agency functions and have archival research value. Copy of Record will be maintained by the AHFC Executive Offices.
<p>005 - Publications Series is hardcopy and includes brochures, flyers, and other publications.</p>		P		Copy of Record will be maintained by the AHFC Governmental Relations & Public Affairs Department (GRPA). Refer to AHFC RRS#42010, Item #5 Publications.
<p>006 - Technical Materials Series include hardcopy and electronic materials, technical studies, consultant reports, and other technical information provided by AGDC from any source.</p>	H & E	C		C = Until administrative and/or management need is met.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
007 - Board of Directors Materials Series consists of hardcopy and electronic records, including: public notices, public hearings, meeting agenda packets, attachments, exhibits, proof of publication, etc.	H & E	P		Copies of the records will be maintained in ADGC office until administrative need is met.
008 - Personnel Rules and Procedures Series is hardcopy and electronic formats. If applicable, AGDC will adopt the AHFC personnel rules and procedures. The AHFC Human Resources department is the owner and administrator of the AHFC personnel rules.	H & E	C+5		C = Until no longer in effect; recommended microfilming for corporate history. The AHFC Human Resources department is the owner and administrator of the AHFC personnel rules. If applicable, AGDC will adopt the AHFC personnel rules and procedures.
009 - Human Resource Records Records related to the employment of AGDC staff will be maintained by the AHFC Human Resources Department consistent with AHFC standards.			Y	
010 - Workers' Compensation Files Series is hardcopy and electronic documents that includes: copies of on-the-job accident or illness reports; forms/correspondence; OSHA logs/summaries; and other information regarding an employee's medical history. Claims related to on-the-job injuries will be managed by the AHFC Human Resources department consistent with AHFC standards.	H & E	C+7		C = After employee terminates. Confidential restriction under AS39.25.080.
011 - Budget Materials Series is hardcopy and electronic records filed by fiscal year.	H & E			Copy of record will be maintained by the AHFC budget department consistent with AHFC standards.
012 - Purchasing, Travel & Other Expenses Series is electronic.	E	C+3		Copy of Record will be maintained in an online purchasing, travel and expense software application.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
013 - Accounts Payable Transactions Series is electronic.	E	3		Accounts payable transactions for AGDC will be managed through the AHFC financial system consistent with AHFC standards.
014 - Contracts, Leases & Other Agreements Series is hardcopy and electronic documents.	H & E	C+6	Y	C = Date that the contact, grant, lease or agreement terminated. Originals versions of the records will be transferred and managed by AHFC Risk Management.
015 - Freedom of Information Act Requests (FOIA), Public Inquiries & Public Relations Series consists of hardcopy and electronic records related to inquiries regarding the activities of the subsidiary corporation.		C+4		Copy of Record maintained by the AHFC Governmental Relations & Public Affairs Department (GRPA).
016 - Claims, Complaints, Litigation Files Series consists of hardcopy and electronic records of claims, complaints, and litigation.	H & E	C+2		C = Until case is closed. Claims, demands, complaints, summons, lawsuits and similar actions will be forwarded to AHFC Risk Management (RM) for processing.
017 - Quarterly Financial Statements & Year-end Financial Reports Series is hardcopy and electronic records.	H & E	C+7	Y	Copy of Record is maintained by the AHFC Finance Department. Copies of these records are maintained by the AGDC offices until the administrative needs are met.
018 - External Audit Reports Series is hardcopy and consists of external audit reports and AGDC responses.	H	C+3		Copy of Record will be maintained by AHFC Internal Audit Department.
019 - Internal Audit Reports Series is hardcopy and consists of AHFC Internal Audit reports and AGDC responses.	H	C+3		C = Until administrative needs are met. Copy of Record will be maintained by AHFC Internal Audit department.

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.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
020 - Reports to the Alaska Legislature and Other Public Reports Series is hardcopy and consists of AGDC reports and recommendations.	H	C+3		Copy of Record will be maintained by AHFC Executive Offices.

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 style="text-align: center;">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p style="text-align: center;">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p style="text-align: center;">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
---	---	---