



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 529 Schedule No: 08-529.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY (AIDEA) & ALASKA ENERGY AUTHORITY (AEA)

529 - FINANCE AND PROCUREMENT SECTION

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 supersedes #87002.

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 Ted Leonard	Signature of Division Director <i>Original signature held on file.</i>	Date 12/28/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/4/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 1/10/2013	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Vendor Files (Designated Projects Only) AIDEA and AEA accounts payable vendor files. Consists of source documents (travel authorization, invoices) for disbursements. Designated projects include grant funded projects. Arranged alphabetically by vendor.	H	C+6		C = After grant or project closeout. See item #009 for tax-exempt bond expenditures - these must be kept longer.
002 - Mortgage Loan Accruals Loan accruals consist of quarterly reports from the Mortgage Loan System with summary interest accrual workpapers for each fiscal year.	H	CFY+2		The Mortgage Loan System provides a history for all loan activity and includes customer and transaction tables.
003.1 - Investment Trust Reports (Annual) Annual reports received from bank trustees showing all accounts transactions plus summary monthly investment recap workpapers. At end of each fiscal year the monthly reports are destroyed and the annual cumulative reports are saved as record copies.	H	CFY+2		
003.2 - Investment Trust Reports (Monthly) Monthly reports received from bank trustees showing all accounts transactions plus summary monthly investment recap workpapers. At end of each fiscal year the monthly reports are destroyed and the annual cumulative reports are saved as record copies.	H	CFY		
004 - Bond Closing Records or Bond Sale Transcripts Consists of documents associated with the issuance of a bond sale and includes authorizing board resolutions, official statement, attorney opinions and other required closing documents.	H	C		C = Until bond is paid off.
005 - AIDEA & AEA Annual Audited Financial Statements Work Paper Files Consists of detail work papers and final reports used to document ending balances and prepare audited financial statements.	H	PO		

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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
006 - Project Development Financial Files Consists of financial documents and accounting reports associated with an development project. Documents include: trust reports, requisitions, capitalized interest calculations, and general ledger/job cost reconciliations.	H	C+3		C = Until grant or project closeout and AIDEA no longer has a financial interest in the project. See item #009 for tax-exempt bond funded projects.
007 - AEA Indirect Cost Allocation Records Quarterly and annual workpapers with supporting documentation for computing indirect costs to be allocated to various AEA projects.	H	CFY+6		
008 - AIDEA & AEA 1099 Records Records consist of taxpayer information (W-9's or other documentation) and copies of annual information reports filed with the Internal Revenue Service.	H	CY+3		Four year retention required per 26 CFR 31.6001-1.
009 - Tax Exempt Bond (TEB) Records Consists of financial documents associated with TEB's. Documents include accounts payable information relating to expenditures made with TEB proceeds.	H	C+6		C = Until last outstanding bond is redeemed. Refer also to 26 CFR Ch. 1 Sec 1.148-5 (d)(6)(iii)(E).

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<p 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 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>
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