



Department of Education and Early Development
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 530 Schedule No: 08-530.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY (AIDEA)
 530 - COMMERCIAL FINANCE 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 #86902.

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
<p>001 - Committed & Funded Credit Package, Bond Sale Loans, Appropriated Loans, Purchased Loans, BAP Loans Credit package files include appraisal, credit report, analysis of project, correspondence to and from bank, loan commitment. Bond Sale, Appropriated, Purchased and BAP loan files include credit package, security documents, correspondence and other supporting documentations.</p> <p>Arranged alphabetically by name of borrower.</p>	H	C+15	Y	<p>C = Until loan paid off.</p> <p>Note for files having potential litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current for future, pertaining to the release of hazardous substances, attaches to property owners. Paid files that contain property files with known or suspected contamination may need to be maintained for longer than "C+15".</p>
<p>002 - Foreclosed Files Foreclosed properties taken back by AIDEA. Includes legal documents, legal and general correspondence, bills and information regarding the property.</p> <p>Arranged alphabetically by name of borrower.</p>	H	C+15	Y	<p>C = Until property is foreclosed.</p> <p>Note for files having potential litigation: AS 46.03.822 relates to" strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to their lease of hazardous substances, attaches to property owners. Foreclosure files with known or suspected contamination may need to be maintained for longer than "C+15" years.</p>

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>
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003 - Declined/Withdrawn Credit Package Credit package of prospective loans includes appraisal, credit report, analysis of project, correspondence to/from bank, and letter of denial. Arranged alphabetically by name of borrower.	H	C+6 Mos.		C = Until loan is denied or package withdrawn.
004 - Original Notes Working papers purged from paid loan files.	H	C	Y	C = Until loan paid off. Paid off notes are returned to borrower. Copy in loan file (item #001).
005 - Loan Participation Certificates Certificate of participation on each loan between the bank and AIDEA.	H	C+15		C = Until loan is paid off. Original in item #001.
006 - Loan Servicing & Participation Files Consists of servicing agreement with the banks, supporting documentation and annual statement. Arranged alphabetically by name of lending institution.	H	C+15		C = As long as agreement is in effect.
007 - Revenue Bond Files (AIDEA Issued) Records package, modifications, loan documentation, and correspondence to/from banks regarding application and closing process. Arranged alphabetically by borrower.	H	C+3		C= Until bond maturity; bond pay off; bond foreclosure; bond refund and the refunded bond is matured, paid off or foreclosed. Bank has originals.
008 - Bank Remittance Reports Remittance report and copy of remittance check/wire received from banks. Individual loan payments are itemized. Arranged chronologically by bank.	H	CY+5		
009 - Input & Posting Reports Output from information system summarizing the remittance reports from banks and postings to the general ledger. Arranged chronologically by month.	H	CY+5		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>010 - ASTF Files Consists of all grant management documentation including solicitations for grant proposals, notification of grant award, agreement, special conditions, reports, correspondence, closeout documents, and grantee progress/status reports. Also includes correspondence and information related to the various functions and programs of the ASTF including cooperative research or development projects with government and private sector organizations; technology assessment and review; and, group projects within industry sectors.</p> <p>Arranged by Project Manager.</p>	H	C+1		<p>C = Until project is concluded or administrative need is met.</p> <p>This is not an active program. ASTF was dismantled May 16, 2004. Subsequently, AIDEA staff became custodians of the files.</p> <p>Trade secrets are confidential per AS 09.25-110-.120. Per AS 09.10.050 the statute of limitations on contract is six years.</p>
<p>011 - ASTF Meeting Minutes Arranged chronologically.</p>	H	5	Y	

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