



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 80304

Agency ID #: 286

RECORDS RETENTION SCHEDULE

Page 1 of 6

<p>DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT</p> <p>DIVISION OF BANKING, SECURITIES & CORPORATIONS</p> <p>BANKING SECTION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term of Office M - After Microfilming 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; unless those records have been listed on this schedule.

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

All records have potential permanent legal and historical value and 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 confidential per 3 AAC 01.905 and AS 06.01.025.

Statutory/Regulatory Authority: Supervision of Banking and Other Financial Institutions (AS 06); Examination of Commercial Fishing & Agriculture Bank (AS 41.81); Alaska BIDCO Act (AS 10.13). The Section regulates the following through the issuance of state charters: Domestic Bank Holding Companies (3 AAC 02.160); Banks (3 AAC 02.210); Credit Unions (3 AAC 03.220); Savings Associations (3 AAC 05.210); Mutual Savings Banks (3 AAC 06.210); Branch Bank Offices (3 AAC 02.215); Mobile Facilities & Automatic Tellers (3 AAC 02.217; 219).

Charter actions include initial charters, mergers, consolidations, and conversions from national bank status to State chartered status. The Section also licenses Premium Finance Companies (3 AAC 07.010) and Small Loan Companies (3 AAC 12.010). The mission of the Division is to efficiently serve the Alaska business and finance community and to provide all Alaskans adequate and effective protection against financial loss due to unscrupulous and abusive misuse of investors' and depositors' funds.

This records schedule supercedes #080303.

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

Division Direction	State Archivist	Date	Attorney General	Date
Franklin Terry Elder	<i>Original signature held on file.</i>	5/8/00	<i>Original signature held on file.</i>	5/2/00
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	4/6/00	<i>Original signature held on file.</i>	3/29/00	<i>Original signature held on file.</i>
				4/13/00

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	80304	Page 2
	Agency ID	286	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Applications for License or Charter, Granted (Original Paper):	C	-	-	M	X	C=Issuance of charter or license.
	(Master Microfilm):	-	10	-	10		Original documents are microfilmed upon issuance of license or charter and may be destroyed after the microfilm is certified "true & correct."
	(Workcopy Microfilm):	10	-	-	10		
This series includes documents required by regulation for the institution along with supporting documentation.							
2	Applications, Denied or Withdrawn (Original Paper):	C	-	-	M	X	C=Date application is denied, rejected, or withdrawn
	(Master Microfilm):	-	3	-	3		Originals are microfilmed and may be destroyed after the microfilm is certified "true & correct."
	(Workcopy Microfilm):	3	-	-	3		
This series includes documents required by regulation for the institution along with supporting documentation.							
3	Certificates of Authority & Licenses (Original Paper):	C	-	-	M	X	C=Until administrative/management need is met.
	(Master Microfilm):	-	-	P	-		Original documents are microfilmed after closure of institution.
	(Workcopy Microfilm):	C	-	-	C		
This series includes the file copy of issued Certificates of Authority and licenses along with the notice of closure.							A copy is sent to the Anchorage office for security backup while the documents are active. Nonconfidential.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

80304

Page 3

Agency ID

286

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Charter Action Files (Original Paper):	C	-	-	M	X	C=Until action is complete.
	(Master Microfilm):	-	10	-	10		Original documents are microfilmed and may be destroyed after microfilm is certified "true & correct."
	(Workcopy Microfilm):	10	-	-	10		
Fileset documents mergers, consolidations, and conversions of institutions. Consists of plans and resolutions by the institution board of directors, articles, applications, and examinations performed by the Banking Section.							
5	Correspondence with Chartered Institutions (Original Paper):	3	-	-	M		Documents are microfilmed after three years. Originals may be destroyed after microfilm has been certified "true & correct."
	(Master Microfilm):	-	47	-	50		Most items are confidential.
	(Workcopy Microfilm):	47	-	-	50		
The series includes correspondence, oaths of directors and officers, stockholder lists, articles of incorporation, bylaws, and miscellaneous reports submitted from state chartered financial institutions.							
6	Correspondence with Premium Finance & Small Loan Companies	3	-	-	M		Documents are microfilmed after three years.
	(Master Microfilm):	-	47	-	50		Originals may be destroyed after microfilm is certified "true & correct."
	(Workcopy Microfilm):	47	-	-	50		
Includes correspondence, annual license bonds, investigative reports prepared by the Banking Section, etc.							

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 80304

Page 4

Agency ID 286

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	Annual Financial Reports (Original Paper):	3	-	-	M		Original documents are microfilmed after three years and may be destroyed after microfilm is certified "true & correct." Nonconfidential.
	(Master Microfilm):	-	47	-	50		
	(Workcopy Microfilm):	47	-	-	50		
	Includes annual financial reports and management letter or annual exam/audit by directors that are submitted by state chartered financial institutions.						
8	Reports of Loans:	2	-	-	2		Not microfilmed.
	Reports of loans made to officers, directors, and/or employees by a financial institution.						
9	Reports of Condition (Original Paper):	3	-	-	M		Documents are microfilmed after three years. Originals are destroyed after microfilm is certified "true & correct." Nonconfidential.
	(Master Microfilm):	-	7	-	10		
	(Workcopy Microfilm):	7	-	-	10		
	Includes quarterly call reports, financial reports, or reports of condition submitted by regulated banks, credit unions, premium finance companies, and small loan companies showing assets and liabilities.						

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

80304

Page 5

Agency ID

286

Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	Consolidated & Comparative Statements of Condition (Original Paper):	C	-	-	C		C=Until administrative/management need is met.
	(Master Microfilm):	-	-	P	-		Original documents are microfilmed after two years; however, originals remain in the office.
	(Workcopy Microfilm):	C	-	-	C		Nonconfidential.
	Reports prepared by the Banking Section based on information from financial institutions as submitted in their reports of condition. Used to research trends of financial conditions.						
11	Examinations of Financial Institutions (Original Paper):	3	-	-	M		Documents are microfilmed after three years. Originals may be destroyed after microfilm is certified "true & correct."
	(Master Microfilm):	-	-	P	-		
	(Workcopy Microfilm):	47	-	-	50		Per AS 06.01.025 the Department must retain reports of examinations for five years.
	Financial institutions regulated under AS 06 are subject to at least one examination per year. The examinations report on the assets and liabilities of the institutions. Consists of workpapers, correspondence, expense records and final reports.						
12	Complaint Files:	3	-	-	3		
	Correspondence, telephone logs, and complaint logs.						

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

80304

Page 6

Agency ID

286

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>Non-regulated Institution Files:</p> <p>Documents received from non-regulated institutions. May include call reports and informational copies of applications.</p>	3	-	-	3		
14	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Banking Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>