



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 321 Schedule No: 10-321.2

DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF AGRICULTURE

321 - AGRICULTURAL REVOLVING LOAN FUND (ARLF)

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 noted all records series are nonconfidential. This schedule supersedes #10-321.1

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 8/13/14
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/10/14	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/22/14
State Archivist <i>Original signature held on file.</i>	Date 8/26/14	Records Analyst <i>Original signature held on file.</i> Date 8/25/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - ARLF Borrower Case Files This series consists of loan applications and supporting backup documenting underwriting decisions. May include closing documents, annual financial statements, federal tax returns, correspondence and proof of insurance.</p> <p>Arranged alphabetically by borrower.</p>	H	C+6		<p>C = Until loan is paid or written off, assumed, or foreclosed.</p> <p>Confidential under 15 USC 1681.</p>
<p>002 - Promissory Notes (Originals) Arranged alphabetically by borrower.</p>	H	C		<p>C = Until loan is paid off, at which point the note is returned to the borrower.</p>
<p>003 - ARLF Board Minutes This series documents all board activity and may include the following: minutes, agenda, transcripts, correspondence, audio tapes and cd's, etc.</p> <p>Arranged chronologically.</p>	H&E	PA		<p>This records series is referenced in settlement negotiations regarding delinquencies.</p> <p>Annual accrual rate is less than one cubic foot.</p>
<p>004 - ARLF State Owned Assets Records This series consists of correspondence, request for proposals, meeting/minutes, building expenses, reports, etc. for three state owned assets: Matanuska Maid Creamery, Mt. McKinley Meat & Sausage Company, and Delta Farmers Cooperative.</p>	H	PA		
<p>005 - ARLF Repossessed Equipment and ARLF Property Sales This series consists of correspondence, requests for proposals, building expenses, bidding documents, equipment and sale proposals.</p>	H	C+6		<p>Until loan is paid or written off, assumed, or foreclosed.</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 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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