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: 200   Schedule No: 06-200.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

200 - QUALITY ASSESSMENT PROGRAM

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.

All records series may contain confidential documents under AS 47.05.030. Documents may contain confidential personal information. This schedule supersedes #61704.

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 Ron Kreher	Signature of Division Director *Original signature held on file.*		Date 1/4/2013
Attorney General/Designee *Original signature held on file.*	Date 6/14/2013	Commissioner of Administration/Designee *Original signature held on file.*	Date 1/30/2013
State Archivist *Original signature held on file.*	Date 2/4/2013	Records Analyst *Original signature held on file.*	Date 2/4/2013

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Worksheet and Review Schedules (Food Stamps) This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits. Arranged by review number.	E	FFY+3		Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query, INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts) & PARIS (Public Assistance Reporting Information System). Evaluation criteria change approximately twice a year.
001.2 - Worksheet and Review Schedules (Medicaid Eligibility Reviews) This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits. Arranged by review number.	E	FFY+5		Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query), INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts, and PARIS (Public Assistance Reporting Information System). Evaluation criteria change approximately twice a year.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.3 - Alaska Temporary Assistance Program Evaluations This series documents the random sample review of Food Stamp and Medicaid case files to verify eligibility and payment amounts. Consists of financial and eligibility records; investigative notes, and backup for welfare audits. Arranged by review number.	E	C+2		C = By month of sample, by federal fiscal year. Monitored computer matching interface data includes: INGENS (Public Information Database), SOLQ (State Online Query), INME (Inquiry Menu), IEVS (Income & Eligibility Verification System), BEERS Social Security Alerts, and PARIS (Public Assistance Reporting Information System). Evaluation criteria change approximately twice a year.
002 - Sample Frames and Review Logs This series documents the random sampling technique for all food stamp reviews.	E	FFY+3		

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.

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