



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: 205      Schedule No: 06-205.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC ASSISTANCE

205 - FAMILY NUTRITION - WOMEN INFANT CHILDREN (WIC) 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.

Unless otherwise indicated all records series are confidential under 7 CFR 246.25. This schedule supersedes #63205.

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 <i>Original signature held on file.</i>	Date 1/4/2013
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/14/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 1/30/2013
State Archivist <i>Original signature held on file.</i>	Date 2/4/2013	Records Analyst <i>Original signature held on file.</i> Date 2/4/2013

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - WIC Participant Files</b></p> <p>This series includes applications, eligibility evaluations and copies of checks.</p> <p>Arranged alphabetically by name.</p>	H	FFY+3	Y	This series is usually maintained in the local agency (service provider), but may be maintained in the State WIC office.
<p><b>002 - "798" Reports</b></p> <p>Monthly financial and participation report maintained on an Excel spreadsheet.</p> <p>Arranged chronologically.</p>	E	PO	Y	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
<p><b>003 - AKWIC Database</b></p> <p>AKWIC allows for electronic storage and retrieval of data regarding WIC clients. Information is required for certification, generation of food package prescriptions, and approved WIC vendor food prices.</p> <p>WIC local agencies and vendor staff collect and input client data which includes contact information, financial records, confidential health information, vendor (contact, review, and food pricing information). Financial information includes reconciliation information from Key Bank system and the state financial database AKSAS to complete FNS 798 report.</p>	D	CY+3	Y	Retention Authority: 7 CFR 246.25 (a)(2).  See attached list for reports output by AKWIC.

**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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy  E = Electronic  D = Database  M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response  2. Are necessary to resume or continue operations</p>
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