



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 567      Schedule No: 06-567.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC ASSISTANCE  
 567 - POLICY & PROGRAM DEVELOPMENT

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 #66402.

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>
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 - Federal Program Plans</b></p> <p>Includes plans required to be submitted to the USDA Food and Nutrition Service for approval, such as the Employment and Training (E&amp;T) Plan, the Nutrition Education and Obesity Plan, and Outreach Plan. It also includes the State Temporary Assistance for Needy Families (TANF) Plan that is submitted to the DHHS Administration for Children and Families. These plans provide descriptions of the programs offered and are required to obtain funding for the programs.</p> <p>Arranged chronologically by federal fiscal year.</p>	H & E	FFY+4		

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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