



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 66502

Agency ID #: 568

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF PUBLIC ASSISTANCE</p> <p>SYSTEMS OPERATIONS</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent C - Current/or as defined</p> <p>Numerals - Years in Addition to current year TO - Term of Office S/M - After Scanning/Microfilming</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 #100.2, unless those records have been listed on this schedule.

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

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four year or at the archivist's discretion.

Public Assistance recipient benefits information is confidential under AS 47.05.030 and 7 AAC 37.101-130. This records schedule supercedes #66501. Some data from these records series are output from the Eligibility Information System (EIS).

Statutory Authority: AS 47.05.010-080. The EIS batch application system is used to produce reports, determine eligibility, issue and account for disbursements for public assistance welfare programs, including: Food Stamps, Medicaid, AFDC, Adult Public Assistance and General Relief.

Systems Operations is responsible for the Eligibility Information System (EIS) and the JOBS automated sub-system enhancement, corrections, reports and Public Assistance benefit processing. Public Assistance programs operate statewide in 13 communities through the EIS.

NOTE: Under 4 AAC 59.005. It is the responsibility of agencies to ensure that record 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 below are approved for retention and disposition as indicated.

Division Direction	State Archivist	Date	Attorney General	Date
Ellie Fitzjarrald	<i>Original signature held on file.</i>	8/17/09	<i>Original signature held on file.</i>	7/22/09
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	4/13/09	<i>Original signature held on file.</i>	8/21/08	<i>Original signature held on file.</i>
				8/13/09

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Eligibility Information System (EIS): Batch application system used to produce reports, determine eligibility, issue and account for disbursements for public assistance welfare programs, including: Medicaid, Temporary Assistance, Denali Kid Care, Senior Benefits, General Assistance, Chronic and Acute Medical Assistance, PFD Hold Harmless, Child Care, Adult Public Assistance programs, and Work Services.</p>	P				X	<p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records). Refer to reports lit attached.</p>
2	<p>Warrant Registers (Regular and Immediate): Warrant issuance report listing: warrant number, payee, issued amount, office, case number, program subtype, need type, benefit month, and benefit type.</p>	7			7		<p>Annual accrual rate is approximately four cubic feet. Refer to Item 4 (Warrant Production Logs).</p>
3	<p>Standard and Nonstandard Medical Registers: Medical coupon issuance report listing: region, district, recipient name, recipient id, program, medical subtype, document id, birth date, resource code, Medicaid Eligibility Beginning and ending date/code, HIC number, benefit month, and primary care.</p>	1			1		

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4	<p>Warrant Protection Logs: Includes copies of request, schedule and EIS request sheet. Arranged chronologically.</p>	7			7		<p>Annual accrual rate is less than one cubic foot. Refer to Item 2 (Warrant Registers).</p>
5	<p>Stop Pays: Stop pay warrants include: stop pay request, EIS (cap1, cap2 and apih or aflh) print screens, warrant status change form, warrant replacement print screen, and case worker correspondence. Arranged chronologically by month.</p>	7			7		<p>Annual accrual rate is less than one cubic foot.</p>
6	<p>Miscellaneous Reports: See attached Shred List Timeframes for all report titles and retention periods.</p>	See Rept			See Rept		<p>All duplicate reports may be disposed after business need is concluded.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Systems Operations staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage.</p> <p>When transferring records to the records center, please refer to the relevant item number from the GRS.</p>

Internal agency disposition schedule available upon request from the State Archives Records and Information Management section by email at RIMS@alaska.gov.