



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 68101

Agency ID #: 661

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF PUBLIC ASSISTANCE</p> <p>CHILD CARE PROGRAM OFFICE</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 in 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 years or at the archivist's discretion.

Records related to family application for benefits are confidential under 7 MC 41.400. This records schedule supercedes #68100. Agency Programs supported by the Integrated Child Care Information System (ICIS) include the Child Care Program Office, Child Care Providers, Child Care Participants, and Child Care Assistance Payments.

Statutory Authority: AS 47.05.300-.390; AS 47.25.001-.095; AS 47.27.005-.035; AS 32.010-.900; 7 AAC 10, 39, 41, 45 & 57.

The Child Care Program Office (CCPO) monitors, regulates, and licenses child care facilities across the state and further promotes child care quality through grants to Child Care Resources & Referral agencies and the direct administration of the Child Care Grant Program. The CCPO promotes capacity and accessibility in child care with special attention to infants, school age child care, and children with special needs.

NOTE: 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 record keeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 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	Date
<i>Original signature held on file.</i>	4/13/09	<i>Original signature held on file.</i>	9/19/08	<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>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>Child Care Program Office 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 from the GRS.</p>
2	<p>Child Care Program Files:</p> <p>The programs of the child Care Development Fund benefit low income working families and families receiving Alaska Temporary Assistance by subsidizing the cost of child care, thereby enabling family members to work or to take part in work activities. These files include program plans and amendments as well as related correspondence.</p>	5			5		<p>This record series was previously listed under retention Schedule #66401 (Public Assistance-Work Services).</p>
3	<p>Facility Licensing Files (Current):</p> <p>Family Child Care homes, Child Care Centers, Child Care Group Homes, Biennial license under AS 47.32.</p> <p>Arranged alphabetically by name.</p>	C+1	5		C+6		<p>C = until license is no longer active.</p> <p>Child care contact information including whether a facility is licensed or approved is input into the Child Care Database.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Approved Child Care Provider Files: Revoked, denied or expired Municipality of Anchorage child care provider files which may include: Approved Provider Application, report of contact sheet, copy of fingerprint card, criminal justice records report, photo identification and correspondence.</p>	C+1	2		C+3		C = Until revoked, denied or expired.
5	<p>PASS II & PASS III Provider Billing Reports: Files include PASS II & PASS III Provider Billing Reports or Facility Attendance billing Report (FABR) and AKSAS Interface Transaction Reports. Files are arranged in order by Pay Vendor Number (PVN)</p>	2	3		5		Cut off at the end of the fiscal year.
6	<p>Integrated Child Care Information System (ICC(S)): The ICCIS allows for electronic storage and retrieval of data regarding licensed and approved child care providers families participating in the child care assistance program and payment of child care assistance funds to participating providers. Providers data includes: Licensing or approval information, location and contact information, compliance history, and background checks clearance. Parents data includes: eligibility information, earned and unearned income, number and names of children, work activity, case notes, previous and current participation, authorizations for child care, and co-payment amounts.</p>	P				X	Sources of input for the system include; Information Summaries, Administrator Designations, Parent Policies (daily schedule), First Aid and CPR certification cards, Compliance Evaluation (report of inspection plan of correction and notice of violation), Staff and household release of information form, fingerprints and interested persons background report, grant application, CC13 (063922) Release to review background check, CC12 (063921) Child Care Provider Rates and Responsibilities, & CC21 (063952) Approved Provider applications.