



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 228 Schedule No: 07-228.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 EMPLOYMENT SECURITY DIVISION
 228 - BENEFIT PAYMENT CONTROL

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 confidential under AS 23.20.110. This schedule supersedes #73305.

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	Signature of Division Director <i>Original signature held on file.</i>	Date 9/30/2008
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/12/2008	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 12/23/2008	Records Analyst <i>Original signature held on file.</i>
		Date 11/28/2008
		Date 9/30/2008

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Benefit Overpayment Case Files (Originals) This series documents the collection of benefit overpayments. Consists of notice of determination and may include: garnishment notices, small claims/prosecution documents and other correspondence.		30 Days		Originals are imaged onto CDs and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.
001.2 - Benefit Overpayment Case Files (CDs) This series documents the collection of benefit overpayments. Consists of notice of determination and may include: garnishment notices, small claims/prosecution documents and other correspondence.	E	C+5		C = Until paid or written off. Maximum active period is six years. CDs: Copies located in office, onsite storage and on LAN offsite security backup.
002 - Federal Reports This series consists of quarterly report data (BBOP227P) compiled by Benefit Payment Control and submitted to the U.S. Department of Labor. Includes statement of overpayments, recoveries and reductions.		5		Report is printed from DB2 (Electronic Batch Payment System) which is an online data capture and batch payment system used to establish unemployment insurance claims, pay benefits to eligible clients, account for payments, monitor potential fraud within the system or involving related systems, and bill appropriate entities for claims against wages earned.
003 - Overpayment Account Journal This series consists of manually posted receipts and disbursements (posted daily). Arranged chronologically.	H	5		Report is printed from DB2 (refer to remark in item #002).
004 - OPACS Daily & Monthly Reports This series consists of daily and monthly computer reports other than the Cash Receipts Journal (BBOPCASP) and the OP Established Report (BEPZOERX). Arranged chronologically.	H	1		Report is printed from DB2 (refer to remark in item #002). OPACS = Overpayment Accounting Control System.
005 - Cash Receipts Journal Daily computer report of receipts (BBOPCASP). Arranged chronologically.	H	5		Report is printed from DB2 (refer to remark in item #002).

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">Retention Key</p> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<p align="center">Format Key</p> H = Hardcopy E = Electronic D = Database M = Microform	<p align="center">Bus. Ess = Business Essential</p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Overpayment Established Report Daily report (BEPZOERX) documenting the establishment, re-establishment, and redetermined overpayments.</p> <p>Arranged chronologically.</p>	H	5		Report is printed from DB2 (refer to remark in item #002).
<p>007.1 - Audit & Recovery Small Claims Case Files (Originals) This series consists of case files with small claims action.</p> <p>Arranged numerically by last four digits of the SSN.</p>	H	30 Days		Originals are imaged onto CDs and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.
<p>007.2 - Audit & Recovery Small Claims Case Files (CDs) This series consists of case files with small claims action.</p> <p>Arranged numerically by last four digits of the SSN.</p>	E	C+5		<p>C = Until case is closed. Maximum active period is six years.</p> <p>CDs: Copies located in office, onsite storage and on LAN offsite security backup.</p>
<p>008 - No Issue Case Files This series documents investigations into alleged unemployment insurance fraud that is determined to be groundless or based on erroneous wage data.</p> <p>Arranged numerically by the last four digits of the SSN.</p>		1 Mo.		
<p>009.1 - UI Fraud Case Files (Originals) This series documents the investigation of UI benefit fraud which is resolved through administrative processes per 8 AAC 85.380. Includes cases which are appealed to the Appeals Tribunal. Cases which are subsequently criminally prosecuted as misdemeanors are included in item #010.</p> <p>Arranged numerically by the last four digits of the SSN.</p>	H	30 Days		<p>Originals are imaged onto CDs and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p> <p>UI = Unemployment Insurance.</p>

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<p>009.2 - UI Fraud Case Files (CDs) This series documents the investigation of UI benefit fraud which is resolved through administrative processes per 8 AAC 85.380. Includes cases which are appealed to the Appeals Tribunal. Cases which are subsequently criminally prosecuted as misdemeanors are included in item #010.</p> <p>Arranged numerically by the last four digits of the SSN.</p>	E	C+5		<p>C = Until investigation is completed and benefit disqualification period expires (maximum 52 weeks).</p> <p>CDs: Copies located in office, onsite storage and on LAN offsite security backup.</p> <p>UI: Unemployment Insurance.</p>
<p>010.1 - UI Fraud Criminal Prosecution Case Files This series documents the investigation of UI benefit fraud which is prosecuted by the Department of Law, Criminal Division District Attorney.</p> <p>Arranged numerically by the last four digits of the SSN.</p>	H	30 Days		<p>Originals are imaged onto CDs and destroyed after 30 days in accordance with Benefit Payment Control policies and procedures.</p>
<p>010.2 - UI Fraud Criminal Prosecution Case Files (CDs) This series documents the investigation of UI benefit fraud which is prosecuted by the Department of Law, Criminal Division District Attorney.</p> <p>Arranged numerically by the last four digits of the SSN.</p>		C+5		<p>C = Until the case is settled and restitution made.</p> <p>CDs: Copies located in office, onsite storage and on LAN offsite security backup.</p>
<p>011 - Cooperative Agreements Series consists of reciprocal agreements, memoranda of understanding, and related correspondence between the Investigations Unit and other agencies.</p>		C+3		<p>C = Until termination of the agreement.</p>

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