



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: 236 Schedule No: 07-236.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 EMPLOYMENT SECURITY DIVISION
 236 - EMPLOYMENT SECURITY TAX

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 #71406.

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 8/16/2007
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/24/2007	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 10/4/2007	Records Analyst <i>Original signature held on file.</i>
		Date 8/8/2007

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Employer Contribution Report (Original) This series consists of quarterly reports filed by employers under AS 23.20. Each batch consists of batch header, quarterly contribution report form and wage detail. Quarterly Contribution reports are filed by employers or employer representatives on the employment Security Tax website at www.labor.state.ak.us/estax using TaxWeb. Includes the amendment of a pre-existing Quarterly Contribution reports.</p> <p>Arranged numerically by batch sequence number.</p>	H	S		S = Documents are scanned into the Employment Security Tax System; destroy originals after images have been certified/verified as "true and correct" and 60 days have passed.
<p>001.2 - Employer Contribution Report (Electronic) This series consists of quarterly reports filed by employers under AS 23.20. Each batch consists of batch header, quarterly contribution report form and wage detail. Quarterly Contribution reports are filed by employers or employer representatives on the employment Security Tax website at www.labor.state.ak.us/estax using TaxWeb. Includes the amendment of a pre-existing Quarterly Contribution reports.</p> <p>Arranged numerically by batch sequence number.</p>	E	PO		Data files are archived to the department's internal server according to established data processing policies and procedures. Image format: Adobe PDF.
<p>002.1 - Employer Contribution Payments (Checks) Payments made by employers to be applied toward charges against their Alaska Unemployment Insurance Tax account and then deposited electronically using a remote depositor. The paper check is then stored until reconciliation against bank records has occurred. Employers pay using an electronic fund transfer on the Employment Security Tax website at www.labor.state.ak.us/estax using TaxWeb. The application is for the purpose of paying charges against the Alaska Unemployment Insurance Employer Tax account under AS 23.20.</p>	H	4 Mos.		

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>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>002.2 - Employer Contribution Payments (Electronic) Payments made by employers to be applied toward charges against their Alaska Unemployment Insurance Tax account and then deposited electronically using a remote depositor. The paper check is then stored until reconciliation against bank records has occurred. Employers pay using an electronic fund transfer on the Employment Security Tax website at www.labor.state.ak.us\estax using TaxWeb. The application is for the purpose of paying charges against the Alaska Unemployment Insurance Employer Tax account under AS 23.20.</p>	E	45 Days		
<p>003.1 - Employer Registration (Original) The employer registration form filed by employers or employer representatives under AS 23.30 to establish an Alaska Unemployment Insurance Tax account. Information received is not limited to departmental registration forms, may include correspondence describing the structure of an operating business to provide detail on the tax liability of employer. The employer registration data is filed via www.labor.state.ak.us\estax using TaxWeb to establish an account or change an existing account. Arranged numerically by employer account number.</p>	H	S		S = Documents are scanned into the Employment Security Tax System; destroy originals after images have been certified/verified as "true and correct".
<p>003.2 - Employer Registration (Electronic) The employer registration form filed by employers or employer representatives under AS 23.30 to establish an Alaska Unemployment Insurance Tax account. Information received is not limited to departmental registration forms, may include correspondence describing the structure of an operating business to provide detail on the tax liability of employer. The employer registration data is filed via www.labor.state.ak.us\estax using TaxWeb to establish an account or change an existing account. Arranged numerically by employer account number.</p>	E	5		Data files are archived to the department's internal server according to established data processing policies and procedures. Image format: Adbe PDF.

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<p>004.1 - Employer Correspondence (Original) Consists of correspondence received from an employer or an employer representative containing information pertinent in establishing an Alaska Unemployment Insurance Tax (AUIT) account or changing an existing account. This series includes correspondence received from businesses authorizing the Employment Security Tax office to issue warrants made payable to and/or sent to an alternative source other than what is reflected on the AUIT account for the business. Includes changes made to accounts via www.labor.state.ak.us\estax using TaxWeb.</p>		S		S = Documents are scanned into the Employment Security Tax System; destroy originals after images have been certified/verified as "true and correct".
<p>004.2 - Employer Correspondence (Electronic) Consists of correspondence received from an employer or an employer representative containing information pertinent in establishing an Alaska Unemployment Insurance Tax (AUIT) account or changing an existing account. This series includes correspondence received from businesses authorizing the Employment Security Tax office to issue warrants made payable to and/or sent to an alternative source other than what is reflected on the AUIT account for the business. Includes changes made to accounts via www.labor.state.ak.us\estax using TaxWeb.</p>		5		Data files are archived to the department's internal server according to established data processing policies and procedures. Image format: Adobe PDF.
<p>005 - Employer Annual Rate Charging (ERC) Reports This series consists of the following reports arranged annually by employer account number:</p> <p>Final C Rated Employers Listing of Fiscal Year Wages A-B-C-D Accounts, 4-way breakdown Array for (CY) Report Master Rate listing Discrepancy Lists Table Record A&B</p>		2		Output from the department's server to Octotools program.

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<p>006 - Employee Application for Refund This series consists of all requests received from applicants for refund of overpayments of Alaska Unemployment Insurance Tax Contributions deducted by Alaska employers under AS 23.20.</p> <p>Arranged by year and then Social Security Number.</p>		2		
<p>007 - Employer Account Daily Adjustment File Documents received from employers or employer representatives which require an accounting adjustment to the Alaska Unemployment Insurance Tax account. Document requests are not limited to employers or employer representatives and may include documents received from authorized agency representatives (i.e., Field Tax Auditors). This includes any system screen prints used in the adjustment of the employer tax account as backup and e-mail requests.</p> <p>Arranged chronologically by year/month/day.</p>		CY+2		
<p>008 - Redeemed Alaska Employment Security Tax Warrants (CD) Disbursement warrants issued from the Employment Security Division (ESD) Clearing-State of Alaska account once redeemed are imaged by the bank holding the ESD Clearing-State of Alaska account onto a CD-ROM and sent to the agency for storage.</p> <p>Arranged numerically by warrant number.</p>		C+7		C = Redemption date of the warrant.
<p>009 - ESD Clearing and FNBA bank Account (Month-End Reconciliation Records) This series contains all bank transactions to the ESD Clearing-State of Alaska account and the First National Bank of Alaska-UI Clearing Account and any supporting correspondence and Employment Security Tax reports relevant in the monthly reconciliation of the Employment Security Tax Accounting Ledgers.</p> <p>Arranged chronologically by date (month/year).</p>		4		

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