



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: 237 Schedule No: 07-237.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 EMPLOYMENT SECURITY DIVISION
 237 - APPEALS TRIBUNAL

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 indicated all records series are nonconfidential. This schedule supersedes #71306.

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 10/20/2004
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/27/2004	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/9/2004
State Archivist <i>Original signature held on file.</i>	Date 11/10/2004	Records Analyst <i>Original signature held on file.</i> Date 10/5/2004

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Appeal Tribunal Case Files (Originals) This series consists of unemployment insurance benefit and tax appeal case files, including Appeal Tribunal and Commissioner appeals. Includes all hearing tapes for these cases.</p> <p>Arranged by docket number.</p>	H	S	Y	S = After documents are scanned, verified "true and correct" and 60 days have passed, originals may be disposed.
<p>001.2 - Appeal Tribunal Case Files (Electronic) This series consists of unemployment insurance benefit and tax appeal case files, including Appeal Tribunal and Commissioner appeals. Includes all hearing tapes for these cases.</p> <p>Arranged by docket number.</p>	E	C+3	Y	C = Until decision is rendered.
<p>002.1 - Court Appeal Case Files (Originals) This series consists of unemployment insurance benefit and tax appeal case files, including hearing tapes, of those cases which have been appealed to the Superior or Supreme Courts.</p> <p>Arranged by date of court decision.</p>	H	S	Y	S = After documents are scanned, verified "true and correct", appeal is final, and 60 days have passed, originals may be disposed.
<p>002.2 - Court Appeal Case Files (Electronic) This series consists of unemployment insurance benefit and tax appeal case files, including hearing tapes, of those cases which have been appealed to the Superior or Supreme Courts.</p> <p>Arranged by date of court decision.</p>	E	C+3	Y	C = Until decision is rendered.
<p>003.1 - Appeal Tribunal & Commissioner Benefit and Tax Decisions (Originals) Includes decisions resulting from Appeal Tribunal administrative hearings per AS 23.20.340. These decisions may be further appealed to State Superior and Supreme Courts.</p> <p>Arranged by docket number.</p>	H	S	Y	S = After documents are scanned/verified originals may be disposed.

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>003.2 - Appeal Tribunal & Commissioner Benefit and Tax Decisions (Electronic) Includes decisions resulting from Appeal Tribunal administrative hearings per AS 23.20.340. These decisions may be further appealed to State Superior and Supreme Courts.</p> <p>Arranged by docket number.</p>	E	PA		Decisions (MS Word format) are administered electronically and uploaded to the program's website. There is an index using the last four digits of the docket number, plus an abbreviation for the Employment Service office which issued the notice of determination. Original decisions are placed in case files, items #001 and #002.
<p>003.3 - Appeal Tribunal & Commissioner Benefit and Tax Decisions (Microfilm) Includes decisions resulting from Appeal Tribunal administrative hearings per AS 23.20.340. These decisions may be further appealed to State Superior and Supreme Courts.</p> <p>Arranged by docket number.</p>	M	C	Y	C = Until administrative/management need is met.
<p>004 - Docket Registers This series consists of a log of cases appealed to the Appeal Tribunal. Includes only those cases not logged electronically, such as Tax; Disaster Unemployment Insurance Assistance (DUA); Trade Readjustment Allowance (TRA, for individuals losing employment earnings due to an import activity, such as a Japanese company purchasing an Alaskan logging firm); Combined Wage Claims (CWC, for individuals claiming benefits from more than one state) and other special programs.</p>		3		Arranged by docket number.

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