

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Revenue Child Support Services

Authority: Under 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the Alaska General Records Retention Schedules, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value.

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 04-104.1, Department of Revenue, Child Support Services

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|---|--------------------|--|-------------------|
| Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated. | | Agency CEO/ Division Director <i>Original signature held on file.</i> | Date: 1/6/2016 |
| Alan Birnbaum, Chief Assistant Attorney General, Department of Law | | Carol Beecher, Division Director, Child Support Services Division, Department of Revenue | |
| Attorney General/Designee <i>Original signature held on file.</i> | Date: 4/20/2016 | Commissioner of Administration/Designee <i>Original signature held on file.</i> | Date: 5/5/2016 |
| State Archivist <i>Original signature held on file.</i> | | Records Analyst <i>Original signature held on file.</i> | Date: 4/6/2016 |
| Dean Dawson, Alaska State Archivist | | Karen Gray, State Records Manager | |

Department of Revenue, Child Support Services

| Item # | Record Series Title and Description | Retention | Essential | Retention Notes |
|--------|--|-----------|-----------|---|
| 1 | <p>Client Case Files</p> <p>This series contains documents establishing enforcement and payments of child support orders. Records include, but are not limited to, complaint resolution correspondence from the Alaska Legislature, members of Congress, Senators and concerned clients; case party complaints; determinations of support obligations; waivers of child support; liens, hearing records; and Aid to Families with Dependent Children (AFDC) data.</p> <p>Aid to Families with Dependent Children (AFDC) data in this record series is duplicated in <i>Complaint Resolution Correspondence, Item # 8.</i></p> | 5 - 10 | Y | Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer. |
| 2 | <p>Federal Reports and Budget Materials</p> <p>Records include state plan reports and applications, reports produced for the Federal Government, correspondence and grant awards received from the Federal Government.</p> | 5 | | After Federal fiscal year created. |
| 3 | <p>Fish Withholding Orders</p> <p>Records consist of correspondence and computer generated lists of any catch sold under fish permits or sold by/through an obligor with Individual Fishing Quota Shares.</p> | 4 | | After order issued. |

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Department of Revenue, Child Support Services

| Item # | Record Series Title and Description | Retention | Essential | Retention Notes |
|--------|--|-----------|-----------|---|
| 4 | <p>Criminal Investigation Records</p> <p>This series documents investigations, referrals and prosecutions of child support cases, both prosecuted and non-prosecuted. Records may include, but are not limited to, investigative reports, charging documents, criminal history records, court proceedings, copies of exhibits and documentary evidence, correspondence, research materials and transcripts.</p> | 5 – 10 | | Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer. |
| 5 | <p>Employer Noncompliance Cases</p> <p>This series includes records of employers that don't comply with Child Support Services Division (CSSD) garnishment orders.</p> | 5 – 10 | | Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer. |
| 6 | <p>Investigations/New Hire Reporting Records</p> <p>This series consists of background check information for all new hire State of Alaska employees. Records may include, but are not limited to, criminal history information, credit data, Department of Labor (DOL) documentation, Federal Parent Locator Service (FPLS) records, 1099 forms and other evidence gathered either by administrative subpoena and/or search warrants.</p> | 1 | | <p>After action completed.</p> <p>Confidentiality restrictions: AS 23.20.110; IRS Publication 1075, Sections 6103, 7213 and 7431.</p> |

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| Item # | Record Series Title and Description | Retention | Essential | Retention Notes |
|--------|---|-----------|-----------|---|
| 7 | <p>Child Support Services Division (CSSD) Case Management System</p> <p>The system includes payment history, current balances, personal client information and related case data.</p> | Current | Y | <p>Retain until information in system complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005.</p> <p>Confidentiality restrictions: IRS Publication 1075, Sections 6103, 7213 and 7431.</p> |
| 8 | <p>Complaint Resolution Correspondence</p> <p>Records consist of correspondence from the Legislature, members of Congress, Senators and concerned clients. These records are not included in <i>item 1, Client Case Files</i>.</p> <p>Aid to Families with Dependent Children (AFDC) data in this record series is duplicated in <i>Client Case Files, Item # 1</i>.</p> | 5 – 10 | | <p>Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer.</p> <p>Confidential under 7 AAC 37.030.</p> |
| 9 | <p>Administrative Child Support Orders and Medical Support Orders (CSO)</p> <p>This series consists of orders establishing child support and/or medical coverage. Records may include orders, amendments, agency or court modifications, determinations of support obligations, and proof of service documentation. AS 25.27.062, 25.27.063.</p> | 5 – 10 | | <p>Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer.</p> |

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| Item # | Record Series Title and Description | Retention | Essential | Retention Notes |
|------------------|---|---------------|-----------|--|
| <p>10</p> | <p>Administrative Paternity Orders Records may include, but are not limited to, administrative paternity orders, affidavits establishing paternity, acknowledgements of paternity, amendments or vacates, administrative hearings, paternity complaints, proof of service documentation, and genetic testing results. AS 25.27.165.</p> | <p>5 – 10</p> | | <p>Retain records 5 years after case closed or 10 years after youngest child emancipated, whichever is longer.</p> |

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