



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 107 Schedule No: 04-107.1

DEPARTMENT OF REVENUE

107 - OFFICE OF THE COMMISSIONER

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 may contain taxpayer information confidential under AS 43.05.230 and AS 40.25.100. This records schedule supersedes #40105.

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 3/4/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/9/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/20/2009
State Archivist <i>Original signature held on file.</i>	Date 3/26/2009	Records Analyst <i>Original signature held on file.</i> Date 3/2/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Alaska Medical Facility Authority Files Created in 1978, the Authority is a public corporation within the State whose core function is to serve as a supplementary source for construction and maintenance financing of medical facilities. It is managed and controlled by a seven member Board of Directors, with the commissioner of Revenue serving as Chairman. This series includes: meeting packets (minutes, agendas and backup materials), applications for assistance with supporting documentation, trustee documents, including statements and appraisals, legal documents, and correspondence. Arranged alphabetically by facility.</p>		PA	Y	Authority: AS 18.26. Annual accrual rate is less than .5 cubic foot. For common records series relating to the Authority, refer to the General Administrative Records Retention Schedule.
<p>002 - State Bond Committee Closing Documents Includes closing documents for each bond issue and sale including: general obligation bonds, bond anticipation notes, tax anticipation notes, international airport revenue bonds, and refunding bonds. Arranged chronologically by issue.</p>		37	Y	Retention begins at date of closing. Annual accrual rate is less than one cubic foot.
<p>003 - Alaska Gasline Inducement Act (AGIA) Reimbursables Copies of approved reimbursables paid to licensee under AGIA. Documents include invoices and backup presented and accepted by the State of Alaska as acceptable for reimbursement.</p>		C+20	Y	C = Until reimbursable is approved. Authority: AS 43.90.

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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