



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: 114 Schedule No: 04-114.1

DEPARTMENT OF REVENUE
 DIVISION OF TREASURY
 114 - COMPTROLLER'S SECTION

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 nonconfidential. This schedule supersedes #043504.

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 4/3/2000
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/10/2000	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 4/13/2000
State Archivist <i>Original signature held on file.</i>	Date 4/21/2000	Records Analyst <i>Original signature held on file.</i> Date 3/29/2000

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Audit Reports Prepared annually by the Division and audited by private firms for the following:</p> <p>A. ARMB, which includes the Retirement Funds (SBS, Deferred Compensation, PERS, TRS); and,</p> <p>B. Non-retirement Funds (General Fund, University of Alaska, Budget Reserve Trust Fund).</p>		PA	Y	C = Until business need is concluded. Annual accrual rate is less than 1 cubic foot.
<p>002 - Fishery Product Revolving Loan Guarantee Files The Department administered the program, which ceased in January 1993, and acted as fund manager. Series consists of loan applications, correspondence, money manager reports, etc.</p> <p>Arranged alphabetically by name.</p>		10		This program is defunct; however, the Department of Commerce, Community and Economic Development, Division of Investments administers the loans.
<p>003 - Daily Investment Work Files This records series documents all trade activity of funds and includes trade tickets, audit trails, repurchase agreements, and cash sweep notices.</p> <p>Arranged chronologically by settlement date.</p>		CFY+1		These records are located in three-ring binders, co-mingled by date. Custodian also maintains its copies of transactions.
<p>004 - Asset Listings A list of funds showing assets by that fund.</p> <p>Monthly reports from Safekeeping Agent & Investment Managers. The reports show each fund's assets and includes lists of securities transactions.</p> <p>Arranged by manager.</p>		10		The Asset Listing reports are available online from State Street Bank and retained for 10 years.

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> <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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">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>005 - Monthly Fund Financial Reports Monthly inhouse reports showing financial status of each fund. Includes backup (custodial reports for fixed income copies of treasury adjustments, memo documents/vouchers) for the preparation of the reports.</p> <p>Arranged chronologically by fund for the following:</p> <ol style="list-style-type: none"> 1. ARMB, which includes the Retirement Funds (SBS, Deferred Compensation, PERS, & TRS). 2. Non-retirement Funds (General Fund, University of Alaska, Budget Reserve Trust Fund). 		7		Annual accrual rate is approximately 4 - 6 cubic feet.
<p>006 - Cost & Market Value and Income Recap Reports Monthly internal Division reports.</p> <p>Arranged chronologically.</p>		CFY+1		
<p>007 - Mortgage and Other Loan Payment Files Records series consists of transactional payment information. Includes all payoffs, copies of deeds of trust, monthly reports by seller/servicer of all loan activity, settlement remittance summary with backup, principal trial balance, copies of treasury adjustments, reassignments and correspondence. There are currently 30 active loans.</p> <p>Arranged by fund and then alphabetically by bank.</p>		30		Justification for 30-year retention period: this series verifies individual loan payments and may be necessary for documenting collection activities. Annual accrual rate is approximately 2 cubic feet.
<p>008 - Mortgage & Other Loan Purchase Files Delivery schedules of loans purchases prepared by seller/servicer and copy of treasury adjustment.</p> <p>There are no purchases at this time. Last activity was circa 1986; however, administration of this records series resides with the Division.</p> <p>Arranged by fund and then by loan type.</p>		30		Justification for 30-year retention period: this series verifies individual loan payments and may be necessary for documenting collection activities.

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009 - Security Transaction Confirmations This series consists of confirmations received from the brokers.		CFY or A		
010 - Trade Tickets Consists of handwritten trade tickets, final trade tickets by maturity date, repo trade tickets and backup, cash transfer sheets-AY70 trade tickets.		CFY+1		
011 - Alaska Retirement Management Board (ARMB) The purpose of the Board is to provide prudent and productive management and investment of state pension funds and, upon agreement with the Commissioner of the Department or the fiduciary responsible for the fund, of other state funds. Consists of original files and documents dating from October 1992, including meeting minutes, packets, correspondence and audiotapes.		PA	Y	The Treasury Division provides staff for the board. These records are located in the liaison to the board's office. Annual accrual rate is approximately 8 cubic feet.
012 - Transfer Reconciliation Files The fileset includes daily capital calls and distributions that ensures State Street complete transfers into correct funds based upon accurate ownership ratios. Arranged chronologically.		CY+1		Each business day, private equity partners or other entities will "call" all or a portion of a monetary commitment to take advantage of investment opportunities that will result the best yield for the fund. The capital commitments are tracked and monitored to ensure the availability of remaining capital from the original commitment before the custodial bank is instructed to transfer funds to the appropriate entity investing the funds. As investments mature, capital distributions to the Treasury must be allocated among funds based on percentage of ownership and to ensure the process is accurate of all capital calls and distributions.

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