



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: 596      Schedule No: 04-596.1**

DEPARTMENT OF REVENUE  
 DIVISION OF TREASURY  
 596 - PORTFOLIO MANAGEMENT

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 #44801.

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 7/30/1997
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/4/1997	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/12/1997
State Archivist <i>Original signature held on file.</i>	Date 8/14/1997	Records Analyst <i>Original signature held on file.</i> Date 4/9/1997

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Performance/Return Analyses Evaluations</b>                      Contract vendors perform performance evaluations once a quarter which provide a return analyses of different asset classes.</p> <p>Arranged chronologically.</p>		15		<p>Justification for 15-year retention: long-term retention of this series is required for historical tracking purposes so that judicious decisions regarding the investment of State funds can be made. Further, staff access to this series is necessary when the Alaska State Legislature and other state agencies request specific performance evaluations/return analyses.</p> <p>Annual accrual rate is approximately two cubic feet.</p>
<p><b>002 - ASPIB/Treasury Correspondence</b>                      This series consists of incoming/outgoing letters and memoranda relating to ASPIB and other Treasury matters. Arranged topically and chronologically.</p>		15		<p>Justification for 15-year retention: long-term retention of this series is required for historical tracking purposes so that judicious decisions regarding the investment of State funds can be made. Further, staff access to this series is necessary when the Alaska State Legislature and other state agencies request certain ASPIB or Treasury correspondence.</p> <p>Annual accrual rate is approximately two cubic feet.</p>

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"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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