

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Revenue
Alaska Housing Finance Corporation
Internal Audit Department

Authority: Under AS 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. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

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.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

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: 04-599.2, Department of Revenue, Alaska Housing Finance Corporation, Internal Audit Department

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 Original signature held on file.	Date: 5/19/2023
		R. Kevin Tune, Director, Internal Audit Department, Alaska Housing Finance Corporation	
Attorney General/Designee Original signature held on file.	Date: 10/2/2023	Commissioner of Administration/Designee Original signature held on file.	Date: 8/21/2024
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.	Date: 8/23/2024	Records Analyst Original signature held on file.	Date: 8/26/2024
Karen Gray, State Archivist		Clayton Hainebach, Records Analyst	

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Tax Credit/HOME/Senior Compliance Monitoring Files</p> <p>This series includes work papers, eligibility/inspection documentation, IRS filings, correspondence with Owner/Management, and guidance from funding agencies.</p>	1		Dispose of records one year after the expiration of the applicable Affordability Period.
2	<p>Internal Audit Work Paper Files</p> <p>This series includes records containing workpapers, observations, recommendations, test work, budgets, correspondence with auditee, and the final report.</p>	6		Dispose of records six years after the most recent audit was completed and reported to the Audit Committee.
3	<p>AHFC Audit Committee Packets</p> <p>This series includes audit reports, external audit reports, operating budgets, Internal Audit Department activity reports, and Audit Committee/Internal Audit Department charters.</p>	7		Dispose of records seven years from the date the information was reported to the Audit Committee.

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.