

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Revenue**  
**Alaska Housing Finance Corporation (AHFC)**  
**Administrative Services**

**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: 04-612.2, Department of Revenue, Alaska Housing Finance Corporation, Administrative Services

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> Greg Rochon, Director, Administrative Services, AHFC, Department of Revenue	Date: 3/13/2020
Attorney General/Designee <i>Original signature held on file</i>	Date: 6/26/2020	Commissioner of Administration/Designee <i>Original signature held on file</i>	Date: 3/24/2020
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file</i>	Date: 7/9/2020	Records Analyst <i>Original signature held on file</i>	Date: 7/9/2020
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p><b>Procurement Records</b></p> <p>This series includes solicitation documentation related to Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitations to Bid (ITB), Requests for Information (RFI), Statements of Qualifications (SOQ), and sole-source information related to goods and services needed for Alaska Housing Finance Corporation (AHFC).</p> <p>These records may include the solicitation (including scope of work, technical specifications, drawings, etc.), addenda issued, pre-bid and pre-construction recordings, certified payroll documentation, wage determination, proofs of publication, notice to contract administrator of response to solicitation, Notice of Intent (NOI) to award contract, Notice to Proceed (NTP), and other related miscellaneous correspondence.</p>	6	Yes	Dispose of records six years after terminated or closed.
2	<p><b>Fixed Asset Records</b></p> <p>This series includes fixed asset information forms which reflect acquisition, transfer, and disposition information about fixed assets to include documentation on disposal by auction or delivery of surplus fixed assets to state surplus.</p>	2		Dispose of records two years after fixed asset is disposed.
3	<p><b>Vehicle Records</b></p> <p>This series includes titles and registrations for AHFC owned vehicles with documentation such as damage repair, and routine maintenance performed (replace fuses, battery, oil change, flat tire repair, tire replacement, and brake repair).</p>	3	Yes	Dispose of records three years after vehicle is disposed.

**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.**

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4	<p><b>Courier Receipt Records</b> This series includes courier receipts generated by employees.</p>	1		Dispose of records one year after calendar year.
5	<p><b>Protests/Appeals Decisions</b> This series includes decisions made by the Chief Procurement Officer related to protests and appeals on corporate RFPs, contracts, or grants.</p>	6	Yes	Dispose of records six years after decision issued.
6	<p><b>Promissory Notes</b> This series consists of original instruments (promissory notes) for loans purchased by AHFC.</p>	Current	Yes	Dispose of records as loans are paid off or repossessed notes are pulled from files and processed.
7	<p><b>Claim/Incident Records (involving minors)</b> This series includes information relating to accidents, incidents, and/or litigation on AHFC property, in AHFC vehicles, or AHFC personnel that involved a minor child.</p>	2-7	Yes	Dispose of records two years after age of majority or seven years after date of settlement and all legal aspects resolved, whichever is later.
8	<p><b>Claim/Incident Records (not involving minors)</b> This series includes information relating to accidents, incidents, and/or litigation on AHFC property, in AHFC vehicle, or AHFC personnel. These files do not include workers' compensation claims or incidents/claims that involve a minor child.</p>	7	Yes	Dispose of records seven years after date of settlement and all legal aspects resolved.
9	<p><b>Litigation Records</b> This series documents civil actions such as personal injury or real property/personal property damage claims against AHFC.</p>	6	Yes	<p>Dispose of records six years after case is closed and all legal remedies exhausted.</p> <p>Confidential per attorney/client privilege.</p>

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10	<p><b>Contracts, Grants, Lease, and Agreement Records</b></p> <p>This series includes documents relating to grant awards, facility leases, reimbursable service agreements (RSA), seller/servicer agreements, contractor and broker agreements, software licenses, and other contractual agreements between AHFC and other parties.</p>	6	Yes	Dispose of records six years after contract, grant, lease, or agreement is terminated.
11	<p><b>Real Property Records</b></p> <p>This series includes acquisition records, warranty deeds, title reports, tax assessments, declarations of trust, flat maps, as-builts, easements, building plans, and related correspondence.</p>	30	Yes	<p>Dispose of records thirty years after property is disposed and AHFC no longer has a legal interest in the property.</p> <p>Please reference Hazardous Waste Remediation files (Item 15) prior to disposition.</p>
12	<p><b>Urban Renewal Agreements</b></p> <p>This series includes files related to rehabilitation of various urban/rural areas of Alaska, the urban renewal plan, amendments, cooperation agreements, and deeds.</p>	40	Yes	Dispose of records forty years after project completion.
13	<p><b>Employee Exposure and Medical Records</b></p> <p>This series includes records concerning employee exposure to harmful substances or health hazards such as blood-borne pathogens, asbestos, etc.</p>	30	Yes	<p>Dispose of records thirty years after employee terminates.</p> <p>Retention: 29 CFR 1910.1020</p>

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14	<p><b>Employee Safety Training Records</b></p> <p>This series includes annual reports of Occupational Safety and Health Administration (OSHA) compliance safety training courses, date course taken, employee names and department information.</p>	1	Yes	Dispose of records one year after employee terminates.
15	<p><b>Hazardous Waste Remediation Records</b></p> <p>This series includes documents relating to remediation of AHFC owned properties affected by hazardous substances.</p>	30	Yes	Dispose of records thirty years after date real property disposed and AHFC no longer has a legal interest in the property.
16	<p><b>Risk Management Property/Facility Inspections</b></p> <p>This series includes health and safety inspections of AHFC owned and leased properties.</p>	3	Yes	Dispose of records three years after inspection completed.
17	<p><b>Insurance Policies</b></p> <p>This series includes original insurance policies and endorsements (with related correspondence) such as general liability (includes auto, employee and public officials' liability), excess liability, excess property, excess quake/flood, excess crime, mortgage bankers bond, crime/fidelity bond, boiler and machinery, property, Real-Estate Owned (REO)/Vendors Single Interest (VSI), flood, cyber, and workers' compensation.</p>	50	Yes	Dispose of records fifty years after policy expired.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
18	<b>Safety Data Sheets (SDS) Records</b> This series includes SDS information regarding hazardous chemicals present in the workplace; labeling of containers of chemicals, and safety data sheets received.	30	Yes	Dispose of records thirty years after superseded or obsolete. Retention: 29 CFR 1910.1020

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