



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 624 Schedule No: 04-624.2

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 624 - HUMAN RESOURCES DEPARTMENT

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 are nonconfidential. This schedule supersedes #04-624.1.

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.

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| Division Director Elaine M. Hodl | Signature of Division Director <i>Original signature held on file.</i> | Date 4/25/2014 |
| Attorney General/Designee <i>Original signature held on file.</i> | Date 5/16/2014 | Commissioner of Administration/Designee <i>Original signature held on file.</i> |
| State Archivist <i>Original signature held on file.</i> | Date 5/12/2014 | Records Analyst <i>Original signature held on file.</i> |
| | | Date 5/13/2014 |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|--------|-----------------|-----------|---|
| <p>001.1 - Individual Personnel Files This series consists of the official employment history of each regular and temporary employee and may include resume, application, personnel actions, I9's, evaluations, applications for insurance and benefits and training records. Must include date of hire and rehire documentation and date and cause of termination or suspension.</p> <p>Filed alphabetically by employee's last name.</p> | | C+3 | Y | <p>C = Currently employed by AHFC.</p> <p>Records will be scanned after three years; original hardcopy to be destroyed after scans are reviewed for accuracy.</p> <p>Confidential per AS39.25.080 and 2AAC07.190 8AAC85.020 requires hire and termination documents 8 CFR 274a.2 be kept 50 years.</p> <p>Official Record Copy.</p> <p>Located on HR software and HR Private shared folder.</p> |
| <p>001.2 - Individual Personnel Files (Master Microfilm) This series is for previously microfilmed records.</p> | M | C+50 | Y | <p>C = Until no longer employed by AHFC.</p> <p>Official Record Copy.</p> |
| <p>001.3 - Individual Personnel Files (Work Copy Microfilm)</p> | M | C | | <p>C = Until administrative need met.</p> |
| <p>002 - Position Control Number (PCN) Files This series includes copies of the PCN for each position, job descriptions and specifications, classification actions, requests for reclassification, and correspondence related to a particular position.</p> <p>Filed numerically by PCN number by year.</p> | E | C+10 | | <p>C=Until administrative need met.</p> <p>Official Record Copy.</p> <p>Located on HR software.</p> |
| <p>003 - Organization Charts This series consists of AHFC organizational charts which show job titles, chain of command, and grade levels.</p> <p>Filed by year.</p> | E | C+6 | | <p>C = Until superseded or obsolete.</p> <p>Official Record Copy.</p> <p>Located on HR software and on HR's Private Shared Folder.</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.

| Retention Key | Format Key | Bus. Ess = Business Essential |
|---|--|---|
| <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>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |

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| <p>004 - Policies and Contracts This series consists of policies and contracts such as medical insurance, human affairs, bargaining unit, and deferred compensation. Filed numerically by year.</p> | H & E | C+3 | | C = Until terminated or obsolete. AS 09.10.050 Official Record Copy. |
| <p>005 - Personnel Rules and Procedures This series consists of Corporate personnel rules and procedures. Filed numerically by year.</p> | H & E | C+5 | | C = Until no longer in effect. Recommend scanning for corporate history. Official Record Copy. Located on the intranet under HR, Resources. |
| <p>006 - Equal Employment Opportunity (EEO) and Affirmative Action Complaint Files This series consists of copies of EEO, human rights, affirmative action complaint files, and departmental actions. Filed alphabetically by employee's last name by year.</p> | H | C+5 | | C = Until complaint settled. Confidential per AS18.80.115. Official Record Copy. |
| <p>007 - Grievance Files This series includes copies of grievances made by employees against AHFC, AHFC's responses, and the decision. Filed alphabetically by employee's last name by year.</p> | H | C+5 | | C = Until resolution and execution of any stipulations. Confidential per AS39.25.080 and AS23.040.245. Official Record Copy. Recommend scanning. |
| <p>008 - Family Medical Leave (FML) Files This series consists of the original medical leave files of each regular and temporary employee and may include medical evaluations, medical releases, medical recommendations, and notes. Filed alphabetically by employee's last name.</p> | H | C+3 | | C = Until no longer employed by AHFC. Confidential under AS 39.25.080. Official Record Copy. |

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|--|--------|-----------------|-----------|---|
| <p>009 - Recruitment, Selection & Appointment Records This series includes employment applications, transcripts, position vacancy announcements, letters of introduction, test answer sheets, interview questions, examination papers, records of rating of applicants, and correspondence.</p> <p>Filed numerically by year.</p> | H & E | C+2 | | <p>C=Until administrative need met.</p> <p>Confidential per AS39.25.80.</p> <p>Retention authority 2AAC07.113.</p> <p>6AAC30.840 requires keep 2 years unless EEO action is initiated. Retain agency copies 1 year after settlement.</p> <p>Official Record Copy.</p> <p>Located in HR Private shared folder and also on HR software.</p> |
| <p>010 - Workers Compensation Files This series includes claims related to on the job injury or illness to AHFC employees and the OSHA log and summary.</p> <p>Filed numerically by claim number.</p> | H | C+7 | | <p>C=Until claim is settled/closed and all legal aspects are resolved.</p> |
| <p>011 - Unsolicited Employment Inquiries This series consists of letters/emails of inquiry, resumes, applications and other correspondence from individuals interested in working for AHFC. Includes agency responses to individuals for which there is no active application file or current employee record.</p> <p>Kept in folder and filed as needed.</p> | H | C+2 | | <p>C = Until administrative need met.</p> |

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