

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Revenue
Alaska Housing Finance Corporation (AHFC)
Budget 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: 04-625.2, Department of Revenue, Alaska Housing Finance Corporation, Budget 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 <i>Original signature held on file.</i>	Date: 1/18/2019
		James Wiedle, Budget Director, AHFC, Department of Revenue	
Attorney General/Designee <i>Original signature held on file.</i>	Date: 7/18/2019	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 5/13/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Dan DeBartolo, Acting Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file.</i>	Date: 7/25/2019	Records Analyst <i>Original signature held on file.</i>	Date: 7/25/2019
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Department of Revenue; Alaska Housing Finance Corporation (AHFC), Budget Department

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Budget Reports</p> <p>This series consists of computer-generated accounting system reports including chart of accounts, project-based accounting, capital budget, payroll summary, position authorization control systems, capital/grants budget by funds, and in-house spreadsheets.</p>	7	Yes	Dispose of records seven years after budget closed.
2	<p>Budget Requests (Final Submission)</p> <p>This series includes official statements and indentures the final budget requests and supporting documents submitted to the AHFC Board of Directors, Department of Revenue, Office of Management and Budget (OMB), and corresponding federal agencies. Documents may include amendments, revised programs, supplementals, and correspondence documenting negotiations.</p>	5	Yes	Dispose of records five years after budget closed.
3	<p>Budget (Internal Use Documents)</p> <p>This series consists of documents generated for internal use, such as, general ledger reclassifications, budget revisions, salary distributions, and payroll reclassifications.</p>	5	Yes	Dispose of records five years after budget closed.
4	<p>Reimbursable Services Agreements and Memoranda of Agreement</p> <p>This series includes documentation of interagency transfers of both operating and capital project funds.</p>	6		Dispose of records six years after closed.

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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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	Training and Presentation Documents This series consists of materials used in budget presentations to AHFC staff, the AHFC Board of Directors, the State of Alaska, the Alaska Legislature, and the general public.	3		Dispose of records three years after fiscal year created.

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.