

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Revenue**  
**Alaska Housing Finance Corporation (AHFC)**  
**Mortgage 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: 04-626.2, Department of Revenue, Alaska Housing Finance Corporation, Mortgage Operations

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: 2/4/2019
		Jan Miyagishima, Mortgage Operations 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), Mortgage Department

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p><b>Expired/Canceled Commitments</b></p> <p>This series includes commitments, or conditional contracts to purchase loans from the lender, that have expired, been canceled, or called back by the lender prior to underwriting.</p> <p>Filed numerically by Alaska Housing Finance Corporation (AHFC) loan number.</p>	1		<p>Destroy records one year after commitment expired or cancelled.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
2	<p><b>Loan Files (Active)</b></p> <p>This series includes all mortgage (master and direct servicing portfolios), and real estate owned (REO) files that are still active.</p> <p>Filed numerically by Alaska Housing Finance Corporation (AHFC) loan number.</p>	Current	Yes	<p>Retain records until loan paid off or disposed, then move to Loan Files (Paid Off), series 3.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
3	<p><b>Loan Files (Paid Off)</b></p> <p>This series includes all mortgage loans paid in full (master and direct servicing portfolios), pre-foreclosures (Presales), and real estate owned (REO) disposed. Files consist of loan documents in purchase files, credit documents, and all servicing correspondence.</p> <p>Filed numerically by Alaska Housing Finance Corporation (AHFC) loan number.</p>	7	Yes	<p>Destroy records seven years after the loan is paid off, presale closed, or REO disposed.</p> <p>Active records from Item 2, Loan Files (Active) are moved to this series when the loan is paid off or disposed.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>

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

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
4	<p><b>Declined Loan Files</b></p> <p>This series includes copies of letters declining the loans, underwriter’s work-sheets and comments, copies of loan applications, and other related records.</p> <p>Filed numerically by Alaska Housing Finance Corporation (AHFC) loan number.</p>	3		<p>Destroy records three years after loan declined.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
5	<p><b>Audit Reports on Loans Purchased</b></p> <p>This series includes audit summary results and other related records.</p> <p>Filed chronologically by lender’s name.</p>	3		<p>Destroy records three years after audit complete.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
6	<p><b>Purchase Records</b></p> <p>This series consists of daily loan purchase activity reports and other related records.</p> <p>Filed chronologically by lender’s name.</p>	2		<p>Destroy records two fiscal years after loan purchased.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>

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7	<p><b>Condo Review Files</b></p> <p>This series consists of documentation on common interest communities which includes financial statements, operating budget, bank statements, reserves and other related records. New documentation is added periodically for recertification or maintenance.</p> <p>Filed numerically by the project file number; association name; and city.</p>	Permanent	Yes	<p>Retain records permanently in office.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
8	<p><b>Mortgage Department Guides/Seller Servicer Memos</b></p> <p>This series includes Alaska Housing Finance Corporation (AHFC) guides such as selling, servicing, multifamily, common interest communities, association loan program, property servicing, property management, loans to sponsors and procedures.</p> <p>Filed chronologically by type.</p>	Permanent		<p>Retain records permanently in office.</p>
9	<p><b>Mortgage Education and Training Files</b></p> <p>This series includes all certificates and sign-in sheets for Alaska Housing Finance Corporation (AHFC) classes.</p> <p>Filed chronologically by type of class.</p>	3		<p>Destroy records three years after training completed.</p>
10	<p><b>Seller/Servicer Eligibility Files</b></p> <p>This series consists of correspondence, annual financial statements, authorized signature lists, copies of the contracts, fidelity bonds, and other related records.</p>	Permanent		<p>Retain records permanently in office.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
11	<p><b>Consumer Complaints/Appeal Committee Minutes</b></p> <p>This series consists of consumer complaint files regarding Alaska Housing Finance Corporation (AHFC) and its actions, appeal committee activity of the Board of Directors related to staff decisions concerning mortgage loans, and other related records.</p> <p>Filed chronologically and alphabetically by consumer last name.</p>	3		<p>Destroy records three years after complaint resolved.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
12	<p><b>Servicer Collection/Daily Remittance and Actual Loan Collection System (ALCS) Reports</b></p> <p>This series consists of servicer monthly collection activities reports, remittances to the designated correspondent bank, reconciliations of the mortgage portfolio, and other related records.</p> <p>Filed alphabetically by Servicer.</p>	7		<p>Destroy records seven years after fiscal year received.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
13	<p><b>Servicer Account Reconciliations</b></p> <p>This series consists of servicer reconciliation and copies of the custodial bank statements for each custodial account, and other related records.</p> <p>Filed alphabetically by Servicer.</p>	3		<p>Destroy records three years after fiscal year received.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>

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14	<p><b>Unconventional Reconciliations</b></p> <p>This series consists of monthly collection activities, reconciliations, and other related records.</p> <p>Filed chronologically by type of reconciliation.</p>	3		<p>Destroy three years after fiscal year received.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
15	<p><b>Alaska Insurance Fund (AIF)</b></p> <p>This series includes premium billings, documentation of deposits, reconciliations of spreadsheets to the bank trust statements, and other related records.</p> <p>Filed chronologically by Servicer.</p>	7		<p>Destroy records seven years after fiscal year received.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>
16	<p><b>Home Ownership Assistance (HOF) Excess Subsidy Repayment Files</b></p> <p>This series consists of documents showing funds deposited that were received from borrowers for repayment of excess HOF subsidy, and other related records.</p> <p>Filed chronologically and alphabetically by borrower last name.</p>	7		<p>Destroy records seven years after account paid off.</p> <p>Confidential per 15 U.S.C. § 6801, 16 CFR § 313.1, 16 CFR §314.1, (Gramm-Leach-Bliley (GLB) Act).</p>

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