



Department of Education and Early Development
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 628 Schedule No: 04-628.2

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 628 - PUBLIC HOUSING DIVISION

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 noted all records series are nonconfidential. This schedule supersedes 04-628.1.

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.

Division Director Catherine Stone	Signature of Division Director <i>Original signature held on file.</i>	Date 6/24/2014
Attorney General/Designee <i>Original signature held on file.</i>	Date 7/25/2014	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 7/15/2014	Records Analyst <i>Original signature held on file.</i>
		Date 7/15/2014

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Intake Applications for All Programs (Field Offices) This series includes files of applicants for housing assistance. Arranged alphabetically and by program.</p>	H	C+3		C = Until action is taken, i.e. housed, denied, etc. Defined in 24 CFR 982.158(f)(2).
<p>002 - Waiting List Reports (Field Offices) This series includes computer-generated reports: waiting list for all applicants. Arranged chronologically.</p>	H & E	CY+1		Agency holds Official Record Copy.
<p>003 - Public Housing Program Resident File Parts (Field Offices) This series consists of documentation older than three years for current participants in the Public Housing Program. Arranged alphabetically by client name.</p>	H	C+3		C = File sections older than 3 years are parted for destruction. Official Record Copy.
<p>004 - Public Housing Program Vacated This series consists of terminated clients under the Public Housing Program. Residents who terminate owing money or having committed fraud are covered under items #018 and #019. Arranged alphabetically by client name.</p>	H	C+3		C = Vacated/terminated Official Record Copy. Defined in 24 CFR 982.158(f)(2).
<p>005 - Housing Choice Voucher Client File Parts (Field Offices) This series consists of documentation older than three years for current participants in the Housing Choice Voucher Program. Arranged alphabetically by client name.</p>	H	C+3		C = File sections older than 3 years are parted for destruction. Official Record Copy.

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.

<p align="center">Retention Key</p> <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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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<p>006 - Housing Choice Voucher Off-Program This series consists of prior participants in the Housing Choice Voucher Program.</p> <p>Terminated clients who owe money or committed fraud are covered under items #018 and #019.</p> <p>Arranged alphabetically by client name.</p>	H	C+3		<p>C = Off program date.</p> <p>Official Record Copy.</p> <p>Per 24CFR982.158(e)&(f) during the term of each assisted lease, and for at least three years thereafter, the housing agency must keep the following: a copy of the executed lease; the contract; the application from the family; and, records that provide income, racial, ethnic, gender, and disability status data on program applicants and participants.</p>
<p>007 - Multifamily Project-Based Section 8 Resident File Parts (Field Offices) This series consists of documentation older than three years for current participants in the Section 8 new program.</p> <p>Arranged alphabetically by client name.</p>	H	C+3		<p>C = Until superseded.</p> <p>Agency holds Copy of Record.</p>
<p>008 - Multifamily Project-Based Section 8 Vacated Resident Files (Field Offices) This series includes files for participants in the Section 8 New Program.</p> <p>Terminated clients who owe money or committed fraud are covered under items #018 and #019.</p> <p>Arranged alphabetically by client name.</p>	H	C+3		<p>C = Vacated/terminated</p> <p>Official Record Copy.</p> <p>4350.3 HUD Occupancy Handbook, Chapter 4, para 4-22, records on applicants and approved eligible families which provide racial, ethnic, gender and place of previous residency data required by HUD, must be maintained and retained for three years.</p>
<p>009 - Daily Receipt Folders/Files (Field Offices) This series includes all receipts and bank deposit slips.</p> <p>Arranged chronologically.</p>	H	CFY+3		<p>See policy for procedure on when to transfer to archives.</p> <p>Official Record Copy.</p>

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<p>010 - Work Order Logs & Reports (Field Offices) This series may consist of work order supporting materials and reports at each site: Daily work log, work request log, answering service call sheet (where applicable), and overtime log. Arranged chronologically by AMP.</p>	H	CFY+3		Agency holds Official Record Copy.
<p>011 - AMP Management Reports This series may include Voyager reports on occupancy, turnarounds, tenant accounts receivable, rent roll, monthly charges, unpaid charges, and aged receivables. Arranged chronologically by property/program.</p>	H & D	CFY+1		
<p>012 - Tenant Complaint Files (Field Offices) This series consists of notes, letters and other correspondence related to complaints at each site. Arranged alphabetically by client name.</p>	H	C+1		C = Until complaint is resolved (keep in secure location). Then file is transferred to appropriate participant file; or, destroyed 1 year after resolution, whichever comes first. Official Record Copy.
<p>013 - Maintenance Survey Questionnaires (Field Offices) This series consists of cards filled out by residents rating the work performed in their units by maintenance staff. Arranged chronologically by project.</p>	H	CY+2		Official Record Copy.
<p>014 - Division Correspondence (Central Office) This series includes incoming external correspondence from municipalities, cities, boroughs, federal agencies, and State of Alaska, and copies of outgoing responses from department directors. Filed chronologically by signer or subject matter.</p>	H	CY+3		Official Record Copy.

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<p>015.1 - Housing and Urban Development This series consists of notices, letters, memos and the departments response when applicable.</p> <p>Filed chronologically.</p>	H	CFY+5		
<p>015.2 - Housing and urban Development (HUR) HAP Contracts and Renewals (Central Office) This series consists of original Housing Assistance Payment (HAP) contracts and contract renewal documents for HUD-subsidized multifamily section 8 projects, and a single room occupancy project.</p> <p>Filed by project.</p>	H	C+5		C = Until current contract expires.
<p>016 - Grievance Hearing Documentation (Central Office) This series consists of all documents related to hearings conducted within the Housing Choice Voucher and Public Housing programs. Includes taped media.</p> <p>Filed chronologically.</p>	H	CY+10	Y	Official Record Copy.
<p>017 - Audit Response Detail (Central Office) This series includes copies of HUD, external and internal audit reports and PHD's responses.</p> <p>Filed chronologically by subject, by development or program.</p>	H	C+2		C = Until administrative need is met. Official Record Copy of audit is kept in the Audit Department.
<p>018 - Bad Debt Client Files (Central Office) This series includes files of former clients that owe money.</p> <p>Arranged alphabetically by client name.</p>	H	C		C = When debt is paid, or 10 years, whichever occurs first. Official Record Copy.
<p>019 - Fraudulent Client Files (Central Office) This series includes files of former participants who committed fraud in a HUD program.</p> <p>Arranged alphabetically by client name.</p>	H	C+10		C = Until legal action is concluded. Official Record Copy. Recommend review for destruction every 10 years.

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<p>020 - Collections Detail (Central Office) This series includes files containing collections correspondence regarding permanent fund dividends and collection accounts.</p> <p>Filed chronologically.</p>	H	CY+5		
<p>021 - Annual Tenant Write-Off Detail Reports (Central Office) This series consists of files containing tenant transaction histories.</p> <p>Filed alphabetically by project by write-off year.</p>	H	CFY+10		Official Record Copy per 24CFR 901.100(b)(2).
<p>022 - Tenant Accounting Module (CCS) Reports (Central Office) This series includes the following computer-generated reports. SR reports, TAR reports, UDR reports, FSS reports, and utility reports/backup calculations for PH and MF8.</p> <p>Filed chronologically by report.</p>	E	C+5	Y	C = Date of reports. AHFC holds Official Record Copy. Pre-10/2011 is located on PHD shared folder.
<p>023 - HCV Payment Processing Reports (Central Office) This series includes the following computer-generated reports from CCS: Pre-10/2011 S8Rs, UDRs, and reports/memos regarding AACs. Post 10/2011 Series includes HAP/UAP payment and adjustment detail.</p> <p>Filed chronologically.</p>	H	CFY+5	Y	Official Record Copy.
<p>024 - HCV Portability Client Files (Central Office) This series consists of active and inactive client files for clients that have "ported" out of state to another PHA.</p> <p>Filed alphabetically by client last name.</p>	E	C		C = Until form, spreadsheet or document is obsolete, superseded or administrative need is met.
<p>025 - 5(h) Homeownership Program Client Files (Central Office) This series consists of contracts, annual renewals and miscellaneous correspondence related to the homeownership activity of clients under this program.</p> <p>Filed alphabetically by client last name.</p>	H	C+3		C = Until terminated/off-program.

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<p>026 - Tenant Refund and FSS Disbursement Detail (Central Office) This series includes original requests, backup and check copy. Public Housing, multifamily and market properties.</p> <p>Filed chronologically.</p>	H	CFY+5		Official Record Copy.
<p>027 - Receipts (Central Office) This series includes receipts and related backup for rent and other charges paid at the Boniface office.</p> <p>Filed chronologically by program.</p>	H	CFY+3		Official Record Copy.
<p>028 - Multifamily Project-Based Section 8 (Central Office) This series includes: Vouchers/HAP documents, 50059 reports, and TRACS notifications.</p> <p>Arranged by project.</p>	H	CFY+5		Official Record Copy.
<p>029 - Enterprise Income Verification Reports (Central Office) This series includes reports downloaded from REAC website, related correspondences and notes.</p> <p>Filed chronologically by location on Public Housing Department share file.</p>	E	CFY+3		Official Record Copy (HUD requirement)
<p>030.1 - Resident Services Programs (Scholarships) This series includes supporting documents for adult education and youth summer camp scholarships.</p> <p>Filed alphabetically by participant.</p>	H	CY+3		
<p>030.2 - Resident Services Programs (RAB) This series includes notices and minutes of the state-wide resident advisory board meeting (regulatory requirement).</p> <p>Filed chronologically.</p>	H	CY+5		

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<p>030.3- Resident Services Programs (Service Coordination Contracts) This series includes supporting financial documents related to service coordination contracts.</p> <p>Filed by location.</p>	H	C+5		C = Termination of contract.
<p>031.1 - Construction Project Files This series includes reading files, budget files, contractor files, specifications, and A & E files. See Construction Records Retention Manual for detailed description of each type of file.</p> <p>Filed alphabetically by project name.</p>	H, E & M	C+6	Y	C = Project complete and audit concluded. Recommend scanning. Official Record Copy. Statute of limitations is 6 years (AS 09.10.050) Extend #001 project files one to two years, only as needed, to include contractor and A/E files or special reports pertaining to site conditions and development. Located on the shared Construction Department folder. Some older information is on microfilm.
<p>031.2 - Construction Project Files (Microfilm) This series consists of previously microfilmed Construction project files.</p>	M	C		C = Until administrative need is met.
<p>032 - Historical and Environmental This series includes photographs, original documents, claims information, site surveys and energy audits.</p>	H & E	PO	Y	Official Record Copy. Recommend scanning.
<p>033 - Project As-Built Plans and Submittals This series consists of completed as-built plans, project inspection photos/books, and RFP/ITBs for design.</p> <p>Filed by project name and number.</p>	H, E & M	C+30	Y	C = Project complete. The 30-year retention is a review date to determine if the state still has a legal interest. Recommend scanning. Official Record Copy. Located on the Construction shared folder.

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<p>034 - Assessment Files This series consists of files which includes physical and environmental assessments. Filed alphabetically by project name.</p>	H & E	C+30		C = Assessment complete. Official Record Copy. Recommend scanning. Located in the Construction library and on the Construction Private and Public folders.

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