



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: 644 Schedule No: 04-644.2

DEPARTMENT OF REVENUE
 ALASKA HOUSING FINANCE CORPORATION (AHFC)
 644 - INFORMATION SYSTEMS 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 #04-644.1

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 Tom Remaklus	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
001 - Information Systems Strategic Plan (Final) This series contains the IS department Strategic Plan. This is the final version and is a static document.	E	C		C=Current version/copy Official Record Copy.
002 - Track-it Help Desk Database This series includes those electronic records relating to open and closed work orders generated by the Track-it software and includes a knowledge database.	D	CFY+2		Official Record Copy.
003 - Information Systems Change Management Log This series contains forms describing programmatic changes to server software and is signed off by all those affected departments. Original scanned documents saved as PDF's.	E	CFY+3		Official Record Copy.
004 - Network Configuration This series consists of infrastructure diagrams, IP addresses, and relevant switch connections.	E	C	Y	C=Current version/copy. Official Record Copy.
005 - Network Administrative Passwords This series consists of passwords necessary for network administrators to configure the corporation's series of networks.	E	C	Y	C=Current version/copy. Official Record Copy. Passwords are confidential and changed in accordance with established AHFC policy.
006 - Active Directory Database This series contains user information, authorization/authentication information and security policies.	D	C	Y	C=Current version/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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