

ARCHIVING CLOSED FILES

This document compliments the Alaska Administrative Procedures Manual section 103-6

Work Services keeps files on-site for 2 years after TA closure. Files cannot be retrieved from archiving except for fraud purposes. Files are sent by DPA Clerical to Alaska Archives.

CLOSED CASE FILE SYSTEM:

Work Services will maintain locking filing cabinets organized by year and alphabet for closed case files for the current year and 2 years previous. Files will be archived in January of each year. In January of 2017, all of the 2014 closed files would be archived.

NOTE:

Archived files are to be removed from the 6 part classification file. The documents should be stapled, clipped or rubber banded together if they can be properly secured in this manner, or put in a manila folder if too large.

GUIDELINES:

- If the file is small enough that the papers can be stapled together or binder clipped together, remove all papers from the file, putting one section on top of another and staple or binder clip the stack together.
- If the file is too big for staples or binder clips, transfer the documents to a manila folder. Use multiple manila folders rubber banded together if needed.
- When removing the documents from the 6 part file, ensure the name and client number are removed or obliterated for the file to be reused.
- Put the archived files in alphabetical order in an Alaska Archives box, filling the box as full as possible.
- Record each file that is being archived on the Archiving Log. Print or type the Last Name, First Name, Client ID and mm/yy Closed.
- Give a copy of the log to the supervisor and place the original and one copy of the log in the Alaska Archive box with the files.
- Give the box to DPA Clerical to send to archiving.

