

Records Storage Agreement

Per the following "Alaska Statute", AS 40.21.150. Definition of public records applies to payment information obtained by Systems Design "Contractor" under the Scope of Services of the Professional Services Agreement of which the parties have hereby entered into per:

The purpose of *General Administrative Records Retention Schedule #100.3* is to list and describe common records series that many State agencies administer; and, prescribe mandatory minimum retention periods for those records. These records include paper documents, magnetic tape, compact discs, dvd's, flash drives, hard drives, floppy disks, microfiche, microfilm, maps and all other recorded information, regardless of medium or characteristics as defined in AS 40.21.150 (6). Commissioner Office staff should refer to the Commissioner *General Records Retention Schedule* for guidance.

AS 40.21.150. Definitions.

In this chapter, unless the context otherwise requires,

(1) *"agency" or "state agency" means a department, office, agency, state board, commission, public corporation, or other organizational unit of or created under the executive branch of the state government; the term does not include the University of Alaska;*

(2) *"archives" means*

(A) *the noncurrent records of a state agency or political subdivision of the state preserved, after appraisal, because of their value; also referred to as archival material or archival holdings;*

(B) *the agency responsible for selecting, preserving, and making available archival material; also referred to as an archival agency; or*

(C) *the building or part of a building where archival material is located; also referred to as an archival depository;*

(3) *"department" means the Department of Education and Early Development;*

(4) *"electronic record" means any information that is recorded in machine readable form;*

(5) *"local record" means a public record of a city or borough of any class, villages, district, authority, or other political subdivision unless the record is designated or treated as a state record under state law;*

(6) *"record" means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them; the term does not include library and museum material developed or acquired and preserved solely for reference, historical, or exhibition purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents;*

(7) *"records center" means a records depository in the department for the storage and*

disposition of noncurrent records;

(8) "state record" means a record of a department, office, commission, board, public corporation, or other agency of the state government, including a record of the legislature or a court and any other record designated or treated as a public record under state law.

GENERAL ADMINISTRATIVE RECORDS RETENTION SCHEDULE #100.3 GENERAL ACCOUNTING RECORDS

Item No.	Records Series & Description	Retention & Disposition	Remarks
28	Revenue Accounting (As Part of AKSAS Documentation): Source Documentation related to: billing, cash receipt records, daily cash transaction records, deposit slips, FTP's, write-off's/bad debt, paid damages, etc. Accounts Receivable Records & Ledgers Includes: bank returned items held for collection, along with correspondence, and backup.	Record Copy: Retain source documentation current fiscal year plus 3 years. Retain accounts receivable records current fiscal year plus 3 years.	Agency administers Record Copy.
29	Banking Records (As Part of AKSAS Documentation): Records of bank transactions for revenue and payments including uncollectible checks; deposit slips; transmittal of receipts; and, other file sets related to routine payments, revenue, or collected monies of an agency. Original Bank Statements:	Record Copy: Retain current fiscal year plus 3 years. Retain original bank statements current fiscal year plus 7 years.	Agency administers Record Copy. Refer to Item #28 for documents being held for collection.
30	Reconciliation Work papers: Intermediate fiscal records of receipts and disbursements used to reconcile accounts, including spreadsheets, proof sheets or trial balance worksheets, abstracts of receipts, disbursements or claims, warrant	Agency Copy: Retain current fiscal year plus 3 years.	Agency administers Record Copy. Work papers are used for audit purposes.

	reconciliation sheets, and other supporting documents.		
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Systems Design West, LLC “Contractor” a Party of the Professional Services Agreement of which this attachment is made part of agrees to administer and adhere to at a minimum the records retention schedule # 100.3 regarding all qualifying “Provider” documents including but not limited to payer records, EOBs, EFT information, ERA information related to all payment transactions.

Original patient signatures received will be scanned and stored electronically and/or the original document will be stored by the Contractor for the entire duration of the Professional Services Agreement entered into by the parties, including any future term extensions. Upon termination of the Professional Services Agreement by either party, the Patient Signature documents will be turned over to the Provider and signed for by an authorized agent of the Provider.

All other documents related to the requirements of the scope of work of the referenced Professional Services Agreement related to Patient Information that are not required to be retained by any federal, state or local laws will be stored for use either electronically or as paper documents by the contractor for a minimum of 3 years from the date of receipt and then returned to the owner party of this agreement or destroyed upon written direction of the owner.