



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
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# STATE OF ALASKA

Schedule No: 25702

Agency I.D: 650

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## RECORDS RETENTION SCHEDULE

### RETENTION KEY

### FORMAT KEY

DEPARTMENT OF ADMINISTRATION	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
DIVISION OF GENERAL SERVICES	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
PUBLIC BUILDING FACILITIES	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #25701.

Statutory/Regulatory Authority: AS 44.21.020 (5), (6); AS 36.30 (State Procurement Code); 2 AAC 12.

Public Building Facilities maintain State owned buildings while providing cost effective and efficient space for State agencies and private tenants.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Assistant Attorney General	Date
Vern Jones, Chief Procurement Officer	<i>D. Dawson</i>	11/18/11	<i>Alan Sklar</i>	10/11/11
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	11/17/11	<i>[Signature]</i> FOR DCA COMMISSIONER	11/1/11

Records Retention Schedule Continuation			Agency I.D: 650		Schedule No: 25702		Page 2 of 4	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
2	1	<p><b>Parking Files</b></p> <p>This series constitutes a history of State-owned building parking including policies, directives and regulations.</p> <p>Arranged chronologically.</p>	H	C	-	C		C = Until records are obsolete, superseded or administrative need is met.
3	2	<p><b>Occupancy Agreements</b></p> <p>Consists of occupancy agreements for state agencies in state-owned facilities.</p> <p>Arranged numerically by department.</p>	H	C+3	-	C+3		C = Until agreement is terminated. Record Copy may be administered in hard copy or electronically.
4	3	<p><b>Building of Record Files</b></p> <p>Includes the following types of documents related to buildings: blueprints, as-built drawings, electrical/mechanical upgrades, schematics, and manufacturer information regarding service/repair, etc.</p> <p>Arranged per the subject file classification by building.</p>	H	C+4	-	C+4	X	C = Life of building.

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
5	4A	<b>Work Order &amp; Maintenance Management Records</b> Originals	H	C	-	C	X	C = Until records are entered into Maximo.  6/C=Retain 6 years or until all administrative need is met, whichever is later.
	4B	Maximo  This records series documents the maintenance history, procedures and schedules for state equipment; and, tracks corrective maintenance requested for state buildings which is entered into Maximo, a maintenance management system for preventive and corrective work orders.	D	6/C	-	6/C		
6	5	<b>Procurement Documents (Formal &amp; Informal)</b>  This records series consists of documents pertaining to the solicitation of goods or services for the facilities section including: purchase requisitions, request for alternate procurement, delivery orders, contracts, mailing lists, solicitation documents, amendments, change orders, etc.  Arranged numerically by last four digits.	H	C+6	-	C+6		C = Expiration of contract.  Under AS 09.10.120 the state has six years to bring an action.  Some data is input into the Procurement Tracking System.

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7	6	<p><b>Juneau Buildings Security Records</b></p> <p>This records series documents the operation of door locks, card access systems, elevator operation and assignment of access privileges for Juneau buildings.</p> <p>Data is entered into the Millennium System (Enterprises), a Sequel Server database that is physically located on the 5th floor of the SOB.</p>	H & D	C+3	-	C+3		<p>C = Until records are obsolete, superseded or administrative need is met.</p> <p>Official Record Copy may be administered in hard copy or electronically.</p>
8	7	<p><b>Private Tenant Lease Contract Files</b></p> <p>This series constitutes contractual lease agreements between private tenants and the State in all State owned buildings.</p> <p>Arranged alphabetically by tenant name.</p>	H	C+6	-	C+6		<p>C = Until lease terminates or expires.</p> <p>Under AS 09.10.120 Statute of Limitations for the State is 6 years for causes of action that accrued after August 7, 1997.</p>