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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 553      Schedule No: 25-553.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

553 - DIVISION OF MEASUREMENT STANDARDS & COMMERCIAL VEHICLE ENFORCEMENT

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #254401.

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	Signature of Division Director	Date
	*	7/17/02
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	8/14/02	*
		8/20/02
State Archivist	Date	Records Analyst
*	8/23/02	*
		7/10/02

\* Original signatures held on file.

RRDS Continuation		Agency I.D: 553		Schedule No: 25-553.1		Page 2 of 7		
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks				
<b>001 - Property Control Files</b> Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.			3		Inventory printouts are disposed after supersession.			
<b>002.1 - State Equipment Records</b> Delivery Order, Correspondence, and General Maintenance Records.			3		Office of Record for vehicle documentation is the Statewide Equipment Fleet.  JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.			

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.

Retention Key		Format Key	Bus. Ess = Business Essential
A = Until Audit	PO = Permanent (Retain in agency office)	H = Hardcopy	1. Are necessary for emergency response 2. Are necessary to resume or continue operations
C = Cut-off event/date	S = Until Scanned	E = Electronic	
CY = Current Year	T = Transfer	D = Database	
CFY = Current Fiscal Year	TO = Term of Office	M = Microform	
PA = Permanent (Transfer to State Archives)			

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<p><b>002.2 - State Equipment Records</b>                      Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.</p>		C+4		<p>C = For the life of the equipment.</p> <p>Office of Record for vehicle documentation is the Statewide Equipment Fleet.</p> <p>JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.</p>
<p><b>003 - Special Project/Studies Files</b>                      May include the following types of projects/studies: equipment upgrades throughout the division (e.g. DOTPF Computerization Project); the Glenn Weigh Station Relocation and modernization project; various weigh-in-motion projects/studies etc.</p>		C+3		<p>C = Until project or study is completed.</p>
<p><b>004 - Computer System Documentation File</b>                      Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the agency's internet site.</p>		C	Y	<p>C = Until documentation is obsolete, superseded or administrative/management need is met.</p>

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<p><b>005 - General Weights &amp; Measures Records</b>                      Series consists of documents relating to device registration fees, training, safety and commercial driver's licenses (CDL's), etc.</p> <p>Arranged alphabetically by topic.</p>		3		
<p><b>006 - Commodities &amp; Devices Records</b>                      Records series consists of records relating to rail couple-in-motion scales, meters, commodities, methods of sales, scanners and shelf labels.</p> <p>Arranged chronologically.</p>		3		
<p><b>007 - Vehicle Scale Test Reports</b>                      This report is used to compile the quarterly reports for the section.</p> <p>Originals are arranged alphabetically by area.                      Copies are arranged alphabetically by company.</p>		3		All duplicate copies may be disposed after administrative need is met.
<p><b>008 - Metrology Certification Records</b>                      Consists of the National Institute of Standards &amp; Technology certification of lab standards.</p> <p>Tests are arranged by type: for example, Mass, Volume, Length.</p>		5		Five year retention length complies with National Institute of Standards & Technology recommendation for traceability.
<p><b>009 - Metrology Activity Records</b>                      Consists of agency records on Radar and Tuning Fork, Wheel Load Weighers, Watt-hour Meter, Class F Field Standards certifications, etc.</p> <p>Arranged chronologically.</p>		5		Five year retention length complies with National Institute of Standards & Technology recommendation for traceability.
<p><b>010 - National Type Evaluation Program (NTEP) Records</b>                      These records document whether equipment used in Alaska industry meets national standards per the National Institute of Standards &amp; Technology Handbook 44 which is incorporated into AS 45.75 by reference.</p> <p>Arranged alphabetically.</p>		C+3		C = Until program superseded, replaced or deleted.  Kept in Senior Inspector's office in hardcover notebooks.  Handbook 44: "Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices."

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<p><b>011 - Permit Office Reference File</b>                      Consists of reference material in Permit Office on Long Doubles, Triples and Articulated Buses Permits and one Lift Axles, Dalton Highway, Traction Weight Shifting, Public Notices, Industrial Use Highways, etc.</p> <p>Arranged alphabetically by subject.</p>		C+3		<p>C = Until administrative need is met.</p> <p>Refer to the General Administrative Records Retention Schedule, Technical Reference Files.</p>
<p><b>012 - Vehicle Permits (Oversize/Overweight)</b>                      Refer to Page 10 for a detailed list of the Oversize &amp; Overweight Vehicle Permits.</p> <p>Permits are separated by type and arranged numerically. Issued by date and largest number is the most recent.</p>		3		<p>Permits are located in the Permit Office.</p>
<p><b>013 - Vehicle Permits (Special Permits)</b>                      There is one special permit: Belly Axle - a single axle on a trailer or semi-trailer that is located at least 14 feet from the farthest rear axle of a vehicle.</p> <p>Arranged numerically.</p>		C+2		<p>C = Until the program is terminated.</p> <p>Belly Axle Permits are located in the Permit Office and are in the process of being phased out.</p>
<p><b>014 - Vehicle Permits (Temporary Permits)</b>                      Temporary permits are issued for vehicles entering the state without Alaska vehicle registration and are valid for 30 days. They consist of books of 25 and constitute two-part forms - the yellow copy is returned to the division from the carrier after book of permits is used.</p> <p>Arranged numerically.</p>		C+1		<p>C = After the permit is sold.</p> <p>Temporary Permits fall into the pre-sold/cash category.</p> <p>Temporary Permit data is not entered into the computer and is noted in a log until hard copy book is returned by carrier.</p>
<p><b>015 - Permit Logs</b>                      One permit log is maintained for Oversize &amp; Overweight, and for Special permits. Certain data is entered into the information system (refer to item #019.)</p> <p>Arranged numerically.</p>		6 Mos.		<p>Cut-off logs December 31 &amp; June 30.</p> <p>The Permit Log does not record Temporary Permits.</p>

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<p><b>016 - Weight Restriction Notices</b> Record of division notices to public based on department directives to restrict usage of roads when roadbeds are weakened during "breakup" period, usually from second week of March to third week of June.</p> <p>Arranged alphabetically by subject.</p>		1		
<p><b>017 - Size &amp; Weight Enforcement Records</b> Consists of plans, certifications, and evaluations pertaining to FHWA primary highways and secondary (state roads) size and weight enforcement.</p> <p>Arranged alphabetically by subject</p>		C+4		C = Until obsolete, superseded or administrative need is met.
<p><b>018 - Uniform Traffic Citations</b> Citations issued by commercial vehicle enforcement officers. Provides background data for the quarterly and annual reports.</p> <p>Arranged numerically by month.</p>		3		
<p><b>019 - Weigh Station Information Collection System</b> Data is collected at ten weigh stations and electronically transferred to a central database daily. Vehicle weights, configuration, permit number, citation, time of weighing and other data are collected. Summaries of data collected each month from each weigh station are available as text files. Data is supplied to department highway and bridge design for analysis and is also used for statistical analyses.</p>		C		C = Until obsolete, superseded or administrative/management need is met.
<p><b>020 - Inspection Reports</b> Records series consists of original copies of commercial vehicle reports with citations, weight slips and other documentation attached.</p>		3		
<p><b>021 - Insurance Filings</b> Consists of insurance filings (both activations and cancellations) for commercial motor carriers; correspondence with insurance companies and motor carriers.</p> <p>Arranged alphabetically by company.</p>		5		

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<p><b>022 - Dispatch Cards [Form 12-291]</b>                      This series consists of the dispatch notes, which includes basic case information. A case number is assigned and relevant data is entered into APSIN.</p> <p>Arranged chronologically.</p>		C		<p>C = Until verification or administrative need is met or retain one year, whichever comes first.</p> <p>APSIN = Alaska Public Safety Information Network.</p>
<p><b>023 - Monthly Officer Payroll &amp; Activity Reports [Form 12-215]</b>                      Records series documents monthly payroll data for the troopers assigned to Commercial Vehicle Enforcement.</p> <p>Arranged monthly and then alphabetically by employee name.</p>		18 Mos.		<p>This information is provided to the Division of Administrative Services, which maintains the record copy in electronic format for three years per AS 23.10.100.</p>

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