



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 693      Schedule No: 25-693.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 539 - STATEWIDE DESIGN & ENGINEERING SERVICES DIVISION  
 693 - HARBOR PROGRAM DEVELOPMENT DIVISION

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 noted, all record series are nonconfidential. This is a new schedule.

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 Roger Healy, PE, Chief Engineer	Signature of Division Director 	Date 5/8/14
Attorney General/Designee  Alan Birnbaum	Date 6/6/14	Commissioner of Administration/Designee FOR  5/14/14
State Archivist D. Dawson	Date 5/27/14	Records Analyst Stacey Thomsen 5-28-14

RRDS Continuation		Agency I.D: 693	Schedule No: 25-693.1	Page 2 of 3
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Contract Administration Files</b>            This series includes documentation of solicitation, selection, award, and administration of contracts, and professional services agreements. Also includes agreements between local governments and DOTPF for design, construction.</p> <p>Arranged by state project number or alphabetically by project location or vendor.</p>	E & H	C+6	Y	C = Until administrative closure of project (submittal of final billing to federal agency on Fed-Aid projects).  * = Files of historical significance should be transferred to the State Archives rather than destroyed - see item #003.2.
<p><b>002 - Project Control (Funding) Files</b>            This series includes documents project funding/project development authorizations (PDA).</p> <p>Arranged by state project number.</p>	E & H	C+3	Y	C = Until PDA cut-off date.
<p><b>003.1 - Capital Project Files</b>            This series includes environmental, design, construction, and review files for port and harbor building projects.</p> <p>Arranged numerically by state project number or alphabetically by project location.</p>	E & H	C+10	Y	C = Until administrative closure of project (submittal of final billing to federal agency on Fed-Aid projects).  See items #002 and #004 - #005 for additional retention of some file contents.
<p><b>003.2 - Capital Project Files of Historical Significance</b>            This series includes reconnaissance/locations/design study report, materials report, environmental assessment/impact statement, construction contract, change orders and agreements, research project documentation, designer's or project manager's notebook, engineers' diaries, photos and motion pictures, final construction report, or other materials.</p> <p>Arranged numerically by state project number or alphabetically by project location.</p>	E & H	PA	Y	Contained in Capital Project Files (item #003.1) until C+10.  The Design and Construction Divisions; with guidance from the State Archivist, will determine which files have permanent historical significance.  Files transferred to the State Archives may be sampled.  Annual accrual rate is approximately five cubic feet.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004 - Project As-built Plans</b>                      This series includes Mylars, bluelines, and aperture cards.</p> <p>Arranged alphabetically or site location and thereunder alphabetically by location.</p>	E	PA	Y	<p>Annual accrual rate is approximately one cubic foot.</p> <p>As-built Plans transferred to the State Archives may be sampled.</p>
<p><b>005- Technical Services Review Case File</b>                      This series includes documentation of review projects for compliance in accordance with State of Alaska DOT/PF Policy and Procedures #05.01.050</p>	E	C+6	Y	<p>C = Until administrative closure of project (submittal of final billing to federal agency on Fed-Aid projects).</p>

**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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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