



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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 Archives and Records Management Services  
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STATE OF ALASKA

Schedule Number: 251702

Agency ID #: 490

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF TRANSPORTATION &amp; PUBLIC FACILITIES</b>  <b>MAINTENANCE &amp; OPERATIONS</b>  <b>REGIONAL OFFICES</b></p> <p><i>DIVISION OF FINANCE</i>  <i>JUN 22 2007</i></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year  <b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office  <b>CY</b> - Current Year      <b>M</b> - After Microfilming  <b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

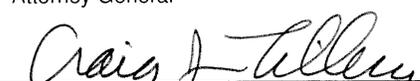
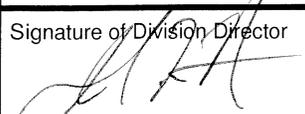
Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #251701. The Three regional offices are Central, Northern and Southeast.

Statutory/Authority: AS 02 (Aeronautics); AS 19 (Highways & Ferries); AS 30 (Harbors & Shipping); AS 35 (Public Buildings); AS 36 (Procurement); AS 38 (Motor Vehicles); AS 44 (State Government) AS 46 (Pollution Control); AAC 13 (Public Safety); AAC 14 (Public Works); AAC 17 (Transportation & Public Facilities); CFR 14 (Aeronautics); CFR 23 (Highways) American with Disabilities Act; Resource Conservation & Recovery Act.

The Regional Offices maintain and operate State highways, airports, ports and harbor facilities in a manner that allows the safest and efficient transportation of passengers and freight; and safeguards the State's investments in highways, airports, ports and harbors by providing adequate maintenance to prevent premature deterioration.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director  <b>John MacKinnon, Dep. Commissioner</b>	State Archivist 	Date 7/16/07	Attorney General 	Date 6/14/07	
Signature of Division Director 	Date 6/7/07	Records Analyst 	Date 6/5/07	Commissioner of Administration 	Date 6/29/07

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>M&amp;O Regional Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Airport Lease Files:</b></p> <p>This series documents rural airport leases relating to hangars, commercial business, concessions, etc. on state property. May include the following: applications, letters of acceptance/rejection/closure, insurance documentation, seasonal permits, plans and as-built drawings.</p> <p>Arranged by Alaska Division of Aviation (ADA) number.</p>	C+30	-	-	C+30	X	<p>C=Until lease expires.</p> <p>Justification for "C+30" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+30" years.</p> <p>Record Copy. Some information is input into a MS Access database for reporting purposes.</p>
3	<p><b>Driveway Permits:</b></p> <p>Permits for new and/or existing driveways off State roads which allows the applicant to use the Right of Way.</p> <p>Arranged by permit number.</p>	P	-	-	-	X	<p>Record Copy.</p> <p>Some information is input into a MS Access database for reporting purposes.</p> <p>Justification for permanent retention: These documents have legal value as issues arise with property owners and other community members.</p>

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**Retention Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Boat Harbor Management Agreements:</b></p> <p>Agreements between State and cities/boroughs in cases where the State owns the land and other entity manages it.</p> <p>Arranged alphabetically by town/city and thereunder by harbor name.</p>	C+6	-	-	C+6	X	<p>C=After agreement expires.</p> <p>Record Copy.</p>
5	<p><b>Project Files:</b></p> <p>This series consists of federal and State funded projects Maintenance &amp; Operations administers covering roads, facilities, aviation and highways deferred maintenance, pavement refurbishments, harbors, service enhancements, road and bridge upgrades, etc.</p> <p>Arranged geographically by location and thereunder alphabetically by project name.</p>	C+3	-	-	C+3		<p>C=Until administrative closure of project (submittal of final billing to federal agency on Fed-Aid projects).</p> <p>Record Copy.</p>
6	<p><b>Maintenance Management System (MMS):</b></p> <p>This web-accessible, computer based management tool is used by 84 maintenance stations across the state to manage its transportation assets: highways, airports, bridges, ports and harbors. The system consists of five modules: Field Operations (Daily Work Rpt, Scheduling, Stockpile Mgmt), Work Status (Outstanding, Bridge Deficiency, Tracking, Reminder), Reports (Daily, Equipment, Mgmt, Status, Budget), Special Programs (Adopt-A-Highway, Contract Mgmt, Quality Assurance, Rental Equipment, Internal Budget) and Planning (Activity Plan/Standard, Material Summary, Workload Distribution).</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>The MMS receives data support from the GIS Spatial/LRS Geospatial database and the Highway Analysis system Roadlog (Adabas).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Alaska Traveler Information System (ATIS):</b></p> <p>The Condition Acquisition and Reporting System/511 (CARS/511) traveler information system is a web-based application for reporting, monitoring, and sharing with key partners real-time situations that affect the transportation system (ferries/roads). The system deals with the acquisition, analysis, communication, presentation and use of information to assist the surface transportation traveler in moving from origin to destination in the way that best satisfies the traveler's need for safety, efficiency and comfort.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>M&amp;O input and monitor situations that include: emergency incidents (floods, earthquakes, avalanches); road and lane closures; construction and maintenance activities; road conditions and reports.</p>
8	<p><b>Road Weather Information System (RWIS):</b></p> <p>This RWIS network is a collection of environmental sensor stations strategically located along major roadways that provide atmospheric, surface, sub-surface and imaged environmental data to display roadway conditions.</p> <p>RWIS data are available internally through ScanWeb, externally to the public via the DOT/PF public RWIS web sit and through 511 Travel in the Know. RWIS data are also transferred to the National Weather Service and the military.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>M&amp;O use real-time RWIS weather information for winter weather maintenance actions (safety and efficiency); winter weather maintenance efficiency (time and materials); reduced exposure to hazardous roadway conditions.</p>