



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 254401

Agency ID #: 553

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DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 DIVISION OF MEASUREMENT STANDARDS &
 COMMERCIAL VEHICLE ENFORCEMENT

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #254400.

Statutory Authority: AS 45.75.050 (Weights & Measures); AS 45.75.020 (Metrology Lab); AS 19.10.060 (Permits); AS 19.10.060 (Size & Weight); AS 19.10.310 (Commercial Vehicle).

Three programs comprise the Division: Weights & Measures; Truck Size & Weight Enforcement Program; and, Commercial Vehicle Enforcement. The Weights & Measures program requires annual testing and certification of accuracy of weighing and measuring devices used in commercial transactions; and, the testing of packaged commodities to verify labeled weight, measure or count. The Division also issues oversize/overweight permits; requires all aircraft transporting passengers or freight commercially intrastate to maintain mandated liability insurance.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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.

Division Director	State Archivist	Date	Attorney General	Date
<i>Aves Thompson</i>	<i>George V. Smith</i>	8/23/02	<i>B. J. A.</i>	8/14/02
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>by [Signature]</i>	7/17/02	<i>D. Dawson</i>	7/10/02	<i>K. J. [Signature]</i>
				Date
				8/20/02

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes the following types of files: general correspondence, accounting/fiscal, reading, policies/procedures, annual reports, legal, agency history, minutes/meeting, budget, grants, procurement, personnel, travel, etc.</p> <p>Division of Measurement Standards and Commercial Vehicle Enforcement 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 downloaded from the Archives & Records homepage.</p>
2	<p>Property Control Files:</p> <p>Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.</p>	3	-	-	3		Inventory printouts are disposed after supercession.
3	<p>STATE EQUIPMENT RECORDS (Delivery Order, Correspondence, General Maintenance Records):</p> <p>STATE EQUIPMENT RECORDS (Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.):</p>	3	-	-	3		Office of Record for vehicle documentation is the Statewide Equipment Fleet.
		C+4	-	-	C+4		<p>C=For the life of the equipment.</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>

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4	<p>Special Project/Studies Files:</p> <p>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	-	-	C+3		C=Until project or study is completed.
5	<p>Computer System Documentation File:</p> <p>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	-	-	C	X	C=Until documentation is obsolete, superceded or administrative/management need is met.
6	<p>WEIGHTS & MEASURES</p> <p>General Weights & Measures Records:</p> <p>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	-	-	3		Refer to the General Administrative Records Retention Schedule, Item 62, for Correspondence Files & General Administrative Records.

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7	<p>Commodities & Devices Records:</p> <p>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	-	-	3		
8	<p>Vehicle Scale Test Reports:</p> <p>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	-	-	3	All duplicate copies may be disposed after administrative need is met.	
9	<p>Metrology Certification Records:</p> <p>Consists of the National Institute of Standards & Technology certification of lab standards.</p> <p>Tests are arranged by type: for example, Mass, Volume, Length.</p>	5	-	-	5	Five year retention length complies with National Institute of Standards & Technology recommendation for traceability.	

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10	<p>Metrology Activity Records:</p> <p>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	-	-	5		Five year retention length complies with National Institute of Standards & Technology recommendation for traceability.
11	<p>National Type Evaluation Program (NTEP) Records:</p> <p>These records document whether equipment used in Alaska industry meets National standards per the National Institute of Standards & Technology Handbook 44 which is incorporated into AS 45.75 by reference.</p> <p>Arranged alphabetically.</p>	C+3	-	-	C+3		<p>C=Until program superceded, replaced or deleted.</p> <p>Kept in Senior Inspector's office in hardcover notebooks.</p> <p>Handbook 44: "Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices."</p>
12	<p>Permit Office Reference File:</p> <p>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	-	-	C+3		<p>C=Until administrative need is met.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 75, Technical Reference Files.</p> <p>Refer to Page 10 for a detailed list of the Oversize & Overweight Vehicle Permits.</p>

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13	<p>VEHICLE PERMITS Oversize/Overweight:</p> <p>Refer to Page 10 for a detailed list of the Oversize & 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	-	-	3		Permits are located in the Permit Office.
14	<p>VEHICLE PERMITS Special Permits:</p> <p>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	-	-	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>
15	<p>VEHICLE PERMITS Temporary Permits:</p> <p>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	-	-	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>

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16	<p>PERMITS Permit Logs:</p> <p>One permit log is maintained for Oversize & Overweight, and for Special permits. Certain data is entered into the information system (refer to Item 20.)</p> <p>Arranged numerically.</p>	6 Mos.	-	-	6 Mos.		<p>Cut-off logs December 31 & June 30.</p> <p>The Permit Log does not record Temporary Permits.</p>
17	<p>Weight Restriction Notices:</p> <p>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	-	-	1		
18	<p>Size & Weight Enforcement Records:</p> <p>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+4		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62, for Correspondence Files & General Administrative Records.</p>

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19	<p>Uniform Traffic Citations:</p> <p>Citations issued by commercial vehicle enforcement officers. Provides background data for the quarterly and annual reports.</p> <p>Arranged numerically by month.</p>	3	-	-	3		
20	<p>Weigh Station Information Collection System:</p> <p>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		C=Until obsolete, superceded or administrative/management need is met.
21	<p>COMMERCIAL VEHICLE ENFORCEMENT Inspection Reports:</p> <p>Records series consists of original copies of commercial vehicle reports with citations, weight slips and other documentation attached.</p>	3	-	-	3		

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22	<p>Insurance Filings:</p> <p>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	-	-	5		
23	<p>Dispatch Cards [Form 12-291]:</p> <p>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>	1/C	-	-	1/C	<p>C=Until verification or administrative need is met. Retain one year or until verification or administrative need is met, whichever comes first.</p> <p>APSIN: Alaska Public Safety Information Network.</p> <p>There are two State Troopers employed in the Unit. Refer also to Records Retention Schedule #121503, Item 4.</p>	
24	<p>Monthly Officer Payroll & Activity Reports [Form 12-215]:</p> <p>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.	-	-	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> <p>Refer also to Records Retention Schedule #121503, Item 4.</p>	