



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 255001

Agency ID #: 402

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF TRANSPORTATION &amp; PUBLIC FACILITIES</b>  <b>ALASKA HIGHWAY SAFETY OFFICE</b></p> <p style="text-align: center; opacity: 0.5;">DIVISION OF FINANCE APR 30 2007</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</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><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 **Fed. 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.

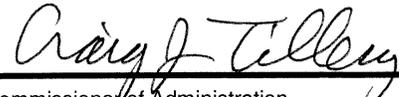
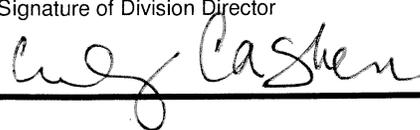
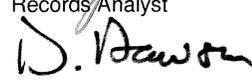
All records series are nonconfidential. This records schedule supercedes #255000.

Statutory Authority: AS 44.19.025; Executive Order #34, 2000; Transportation Equity Act for the 21st Century (TEA 21) of 1998.

The mission of the Alaska Highway Safety Office is to enhance the health and well being of Alaskans through a program that saves lives and prevents injuries on Alaska's highways. Essential programs include: impaired driving, child passenger safety, traffic records, occupant protection, emergency medical services, pedestrian/bicycle education and safe communities.

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.**

Division Director  <b>Cindy Cashen, Administrator</b>	State Archivist 	Date 5-3-07	Attorney General 	Date 4/19/07	
Signature of Division Director 	Date 4/10/07	Records Analyst 	Date 4/10/07	Commissioner of Administration 	Date 5/11/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Federal Project &amp; Grant Files (State Received):</b></p> <p>This series consists of project and grant correspondence, agreements, billing documents, audit queries, monitoring reports, etc. The grants are closed out each year and none last more than three years.</p> <p>Arranged by grant number.</p>	C+3	-	-	C+3		<p>C=After final voucher is submitted.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 41, for State Received Grant Files.</p>
2	<p><b>Modifications of Federal Aid Agreement:</b></p> <p>These agreements consist mainly of financial changes.</p> <p>Arranged by program area.</p>	C+3	-	-	C+3		<p>C=Until agreement is no longer valid or administrative/management need is met.</p>
3	<p><b>Annual Work Plans:</b></p> <p>Highway safety plans and annual work plans are submitted yearly to the federal government. The plan is part of the federal grant application.</p> <p>Arranged chronologically.</p>	5	-	P	-		<p>Annual accrual rate is less than one cubic foot.</p>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<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>Alaska Highway Safety 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 of records 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>