



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 465      Schedule No: 25-465.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 DIVISION OF ADMINISTRATIVE SERVICES  
 465 - DIVISION OF ADMINISTRATIVE SERVICES

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 #250202.

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
	*		1/14/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	2/13/08	*	3/3/09
State Archivist	Date	Records Analyst	Date
*	3/6/09	*	1/13/09

\* Original signatures held on file.

RRDS Continuation		Agency I.D: 465	Schedule No: 25-465.1	Page 2 of 2
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Federal Aid Project Files</b> Federal Aid Project Files constitute the complete record documenting all expenditures and financial activity on federal projects. Includes the following: contract and billing records, expenditure reports, claims for reimbursement, final voucher, etc.  Arranged alphabetically by project number.		A+3		Retention Authority: 14 CFR 151.55c (FAA) & 49 CFR 18.42b (FHWA)
<b>002 - Labor Rates &amp; Cost Allocation Plan</b> These rates are developed by the department for billing activity functions and include: Labor Rates, Fixed Usage Rates (FUR), Ineligible Fixed Usage Rates (IFUR), Indirect Cost Allocation Plans (ICAP) and Cost Allocation Plans (CAP), and other backup information.		A+3		
<b>003 - Ship Reports</b> Ship reports are sent weekly to the division by AMHS pursers and stewards that document onboard sales. Consists of an accounting work file used for audit purposes that includes cash reports, credit card/cafeteria receipts, etc.  Arranged chronologically by vessel.		3		AMHS = Alaska Marine Highway System

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