



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 509 Schedule No: 25-509.2

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 DIVISION OF ADMINISTRATIVE SERVICES
 509 - STATEWIDE EQUIPMENT FLEET

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 indicated all records series are nonconfidential. This schedule supersedes #25-509.1.

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.

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|---------------------------|--------------------------------|---|----------------|
| Division Director | Signature of Division Director | | Date |
| <i>Mary Sreoky</i> | <i>Mary Sreoky</i> | | <i>9/11/14</i> |
| Attorney General/Designee | Date | Commissioner of Administration/Designee | Date |
| <i>Alan Birnbaum</i> | <i>10/14/14</i> | <i>FOR</i> <i>[Signature]</i> | <i>9/26/14</i> |
| State Archivist | Date | Records Analyst | Date |
| <i>D. Dawa</i> | <i>10/6/14</i> | <i>Stacy Thason</i> | <i>10-6-14</i> |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|--------|-----------------|-----------|---|
| <p>001 - Vehicle File (Headquarters, Record Copy) This series includes receiving report; assignment/change of assignment; accident reports; correspondence; copy of title and Manufacturer's Statement of Origin; and, status changes. Arranged by vehicle number.</p> | H | C+3* | Y | C = Until vehicle is disposed. * = If vehicle is involved in fatal accident or litigation, keep file 25 years. Department Procedures (DPDR 11.01.020, Section III) specifies retention requirements. |
| <p>002 - Vehicle File (Regional/District Office Copy) This series includes receiving report; assignment/change of assignment; work orders; correspondence; damage/accident reports; copy of registration; and, service, maintenance and repair documents. Arranged by vehicle number.</p> | H | C+3 | | C = Until vehicle is disposed. The file is transferred with the sold vehicle to the new owner. The transferred file includes: receiving report, assignments, work orders, registration, documents referring to service, maintenance, or repair, and a current copy of the IM if vehicle is registered in Anchorage or Fairbanks. If sold or scrapped vehicle has been in a fatal accident or involves potential litigation, the complete file is forwarded to SEF Headquarters. |
| <p>003 - Public Sales Files This series includes all records of public sale of equipment fleet assets.</p> | H | CFY+5 | | Record copies of Public Sales performed by SEF are maintained at Headquarters. |
| <p>004 - Annual Financial Statement This series includes annual HEWCF income and balance statements.</p> | H&E | CFY+20 | | HEWCF = Highway Equipment Working Capital Fund |

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) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office | H = Hardcopy E = Electronic D = Database M = Microform | 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>005 - State Equipment Fleet Management System (EMS) EMS tracks and manages all State vehicles and equipment. It uses basic information such as vehicle procurement data, work order labor hours, fuel used, and parts purchased and issued to determine the complete cost of each vehicle in the state's fleet.</p> <p>EMS interfaces with AKSAS to bill user agencies monthly for equipment rental fees, fuel, and billable services.</p> | D | C | Y | <p>C = Until information is obsolete, superseded or administrative/management need is met.</p> <p>Transaction detail is kept for a minimum of 24 months. Summary information is kept for the life of the vehicle plus five years.</p> <p>State agencies can request access to EMS to view asset records, billing history, maintenance history, fuel records, preventive maintenance schedules, and other records for their vehicles.</p> <p>Refer to Department Procedures (DPDR 11.01.050.)</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.

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