



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 250202

Agency ID #: 465

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DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 DIVISION OF ADMINISTRATIVE SERVICES

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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 noted all records series are nonconfidential. This records schedule supercedes #250201.

Statutory/Regulatory Authority: AS 44.42.010-900 (Powers & Duties of DOT/PF); AAC 17 (DOT/PF); AS 02 (Aeronautics); AS 19 (Highways & Ferries) AS 35 (Public Building, Works & Improvement).

The Division of Administrative Services provides centralized services in the areas of budget, finance, cost allocation plans, collection of federal and other revenue, and development of policies and procedures. It also provides oversight of IT, procurement, the Highway Working Capital Fund and the Department's website.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Nancy Slagle	<i>Glen Hook</i>		3/6/09	<i>Craig Kelley</i>	2/13/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nancy Slagle</i>	1/14/09	<i>Christopher L. Hill</i>	1-13-09	<i>Kurt J. Jensen</i>	3/3/09

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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 administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>Federal Aid Project Files:</p> <p>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.</p> <p>Arranged alphabetically by project number.</p>	A	3	-	A+3		<p>A=Until audit is completed.</p> <p>Retention Authority: 14 CFR 151.55c (FAA) 49 CFR 18.42b (FHWA)</p>
3	<p>Labor Rates & Cost Allocation Plan:</p> <p>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.</p>	A	-	-	A+3		<p>A=Until audit is completed.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Ship Reports:</p> <p>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.</p> <p>Arranged chronologically by vessel.</p>	3	-	-	3		AMHS: Alaska Marine Highway System