



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

Schedule Number: 250602

Agency ID #: 462

RECORDS RETENTION SCHEDULE

Page 1 of 5

DEPARTMENT OF TRANSPORTATION  
 & PUBLIC FACILITIES  
 OFFICE OF THE COMMISSIONER  
 CIVIL RIGHTS OFFICE

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, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records series are nonconfidential.

Statutory Authority: AS 44.42.010 - 900; AS 02; AS 19; AS 35.

The Department of Transportation & Public Facilities designs, constructs, operates, and maintains State transportation systems, buildings, and other facilities used by most Alaskans across the State.

The Civil Right's Office ensures statewide compliance with the Department's federal nondiscrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. The Department promotes opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the Disadvantaged Business Enterprise Program.

This records schedule supercedes #250601.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Division Director <b>Mark O'Brien, Director</b>	State Archivist 	Date 8/10/01	Attorney General 	Date 6/29/01
Signature of Division Director 	Date 6/15/01	Records Analyst D. Dawson	Date 6/12/01	Commissioner of Administration 
				Date 8/18/01

<b>RECORDS RETENTION SCHEDULE CONTINUATION</b>	<b>SCHEDULE NUMBER</b>	250602	<b>Page</b>	2
	<b>Agency ID</b>	462		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>External Complaint Files:</b></p> <p>This fileset documents State contractor complaints of discrimination. Includes correspondence, investigative notes and resolution compliance documents.</p> <p>Arranged alphabetically by complainant.</p>	2	2	-	4		Confidential per AS 18.80.115.
2	<p><b>Construction Contract Compliance Files:</b></p> <p>Consists of correspondence, monthly employment utilization report, contract compliance review data and compliance report.</p> <p>Arranged alphabetically by contractor.</p>	3	2	-	5		
3	<p><b>Title VI Compliance Files:</b></p> <p>Internal and external routine reviews regarding compliance with the Civil Rights Act of 1964.</p> <p>Arranged alphabetically by name.</p>	1	2	-	3		

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**250602**

**Page 3**

**Agency ID**

**462**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Support Services Contract Files:</b></p> <p>Includes request for proposal, correspondence, contract, amendments, monthly and final report.</p> <p>Arranged alphabetically by contractor.</p>	3	2	P	-		Annual accrual rate is approximately two cubic feet.
5	<p><b>Plans:</b></p> <p>Includes External EEO Assurance Plans (FHWA/FAA), Disadvantaged Enterprise Plans and Title VI plans.</p> <p>Arranged chronologically.</p>	3	2	-	5		EEO: Equal Employment Opportunity Office FHWA: Federal Highway Administration FAA: Federal Aviation Administration
6	<p><b>Construction &amp; Consultant Project Files:</b></p> <p>Consists of Civil Rights Office reports required from prime and subcontractors.</p> <p>Arranged numerically by project.</p>	3	2	-	5		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Disadvantaged Business Enterprise Certification Files (Denial &amp; Inactive Files):</b></p> <p>Consists of correspondence, affidavits and worksheets.</p> <p>Arranged alphabetically by firm.</p>	3	-	-	3		
8	<p><b>Federal Highway Administration &amp; FAA Reports:</b></p> <p>Arranged chronologically.</p>	3	2	P	-		Annual accrual rate is less than one cubic foot.
9	<p><b>Disadvantaged Business Directory:</b></p> <p>MS Access database accessible via the worldwide web. Includes active/inactive firms listing names, address, phone/fax numbers; and, active/inactive consultants, contractors, suppliers work categories/firms.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Disadvantaged Business Enterprise Program Authority: 49 CFR Part 26.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**250602**

**Page 5**

**Agency ID**

**462**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Bidder's Registration List:</b></p> <p>MS Access database accessible via the worldwide web.</p> <p>All bidders are required to register annually with the Civil Rights Office. Apparent low bidders must submit a written commitment with each DBE firm proposed for subcontracting and prime contractors must report payments made to DBE firms on a monthly basis.</p>	C	-	-	C		C=Until obsolete, superceded or administrative/management need is met.