



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

Schedule Number: 251603

Agency ID #: 509

RECORDS RETENTION SCHEDULE OF FINANCE  
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<p>DEPARTMENT OF TRANSPORTATION &amp; PUBLIC FACILITIES  DIVISION OF ADMINISTRATIVE SERVICES  STATEWIDE EQUIPMENT FLEET</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  <b>CFY</b> - Current Fiscal Year  <b>CY</b> - Current Year      <b>TO</b> - Term of Office  <b>P</b> - Permanent      <b>S/M</b> - After Scanning/  <b>C</b> - Current or as defined      Microfilming</p>
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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 indicated all records series are nonconfidential. This records schedule supercedes #251602.

Statutory Authority: AS 44.42.020 (DOT/PF, Powers & Duties); AS 44.68.010-040 (Use of State-Owned Vehicles); AS 44.68.210-250 (Highway Equipment Working Capital Fund); As 44.68.270-280 (Transfer of Equipment to Political Subdivisions).

The mission of the Statewide Equipment Fleet (SEF) is to replace, maintain, and manage state-owned vehicles, equipment, and attachments for safe and appropriate use. The regional SEF offices provide maintenance, repair and servicing of state equipment at maintenance and operations shops, remote rural airport stations, and roadside locations. Preventative maintenance, safety and vehicle emission inspections, parts procurement, and inventory control are provided. The SEF also manages the Highway Equipment Working Capital Fund, purchases new equipment and vehicles for all state agencies, and provides administrative support.

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>D. Dawson for</i>	7/27/09	<i>Craig J. Tillery</i>	7/15/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Nancy J Slagle</i>	<i>D. Dawson</i>	6/18/09	<i>Ken J. Jensen</i>	7/22/09

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**Retention Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>VEHICLE FILE (Headquarters, Record Copy):</b></p> <p>Records series includes receiving report; assignment/change of assignment; accident reports; correspondence; copy of title and Manufacturer's Statement of Origin; and, status changes.</p> <p>Arranged by vehicle number.</p>	C+3*			C+3*	X	<p>C=Until vehicle is disposed.</p> <p>*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>
2	<p><b>VEHICLE FILE (Regional/District Office Copy):</b></p> <p>Records series includes receiving report; assignment/change of assignment; work orders; correspondence; damage/accident reports; copy of registration; and, service, maintenance and repair documents.</p> <p>Arranged by vehicle number.</p>	C+3	-	-	C+3		<p>C=Until vehicle is disposed.</p> <p>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.</p> <p>If sold or scrapped vehicle has been in a fatal accident or involves potential litigation, the complete file is forwarded to SEF Headquarters.</p>
3	<p><b>Public Sales Files:</b></p> <p>All records of public sale of equipment fleet assets.</p>	5			5		<p>Record copies of Public Sales performed by SEF are maintained at Headquarters.</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><b>Annual Financial Statement:</b></p> <p>Annual HEWCF income and balance statements.</p>	20			20		HEWCF: Highway Equipment Working Capital Fund.
5	<p><b>State Equipment Fleet Management System (EMS):</b></p> <p>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>	C			C	X	<p>C= Until information is obsolete, superceded or administrative/management need is met. 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>
6	<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>Statewide Equipment Fleet 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>