



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: 467 Schedule No: 25-467.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 ALASKA INTERNATIONAL AIRPORT SYSTEM

467 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - FIELD & EQUIPMENT MAINTENANCE

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 indicated all records series are nonconfidential. This schedule supersedes #253602.

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
	*		6/19/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/25/09	*	7/6/09
State Archivist	Date	Records Analyst	Date
*	7/20/09	*	6/15/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Field Maintenance Daily Reports/Logs This series consists of a group of operational reports for activity/equipment usage and sand/urea logs. Files are separated by type.</p> <p>Arranged chronologically.</p>		5		<p>Field & Equipment Maintenance also retains temporary copies of runway condition reports and TAPLEY (friction/braking conditions) reports. Airport Operations administers the originals.</p> <p>These reports and logs could be very important if a previously unreported incident (or an incident that was reported but not thought to be a problem) becomes the subject of a claim before the statute of limitations.</p>
<p>002 - Equipment Management System This information system (Microsoft Access) provides all data to facilitate equipment management at the Anchorage International Airport - Airfield and Equipment Maintenance Sections. Includes equipment specifications, work orders, vehicle mileage and fuel usage data.</p>		PO	Y	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
<p>003 - Maintenance Management System (MMS) The MMS is a relational database used to track requests for the maintenance/repair of facilities, equipment, vehicles, and computer systems at the Anchorage International Airport. Data captured by the system include: service work orders, parts inventory, labor categories and rates, and maintenance schedules. Reports generated include: open/closed work orders, maintenance schedules, parts inventory listings, purchase requests, and vendor/supplier lists.</p>		PO	Y	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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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