



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: 468 Schedule No: 25-468.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

468 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - AIRPORT DIRECTOR

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 #251904.

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 - Airport Project Files This series consists of the manager's copy of project data and includes correspondence, master plans, grant information, Noise Part 150 studies, environmental impact studies, and other planning stage CIP documents.</p> <p>Arranged alphabetically by project title.</p>		C+5		<p>C = Until project is completed and all business need is concluded.</p> <p>Engineering also administers Airport Project Files. DOT/PF Contracts also administers a Record Copy of the master plan.</p>
<p>002 - Airport Bulletins & Notices This series consists of original bulletins issued by the Director or Operations Manager conveying or establishing policy, procedures, and rules for tenants and airlines.</p> <p>Arranged numerically 98-01, 98-02, etc.</p>		C+5		<p>C = Until obsolete, superseded or business need is concluded.</p> <p>This records series documents the requirements that were in effect in the event of an incident brought to the airport's attention before the statute of limitations.</p>
<p>003.1 - Air Carrier Statistics (Originals) These monthly air carrier statistics include management summaries, activity/comparison reports, and charts documenting air carrier and passenger/cargo landings.</p> <p>Source: The Revenue System (Mainframe, Natural, Adabas).</p>	H	3		
<p>003.2 - Air Carrier Statistics (Electronic) These monthly air carrier statistics include management summaries, activity/comparison reports, and charts documenting air carrier and passenger/cargo landings.</p> <p>Source: The Revenue System (Mainframe, Natural, Adabas).</p>	E	5		

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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