



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 617 Schedule No: 25-617.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

617 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - ADMINISTRATION: LEASING

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 #254101.

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
	*		2/19/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	5/24/07	*	6/1/07
State Archivist	Date	Records Analyst	Date
*	6/11/07	*	3/13/07

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Tiedown Permits This series consists of the application for permit, pilot license, aircraft registration/lease, computer screen printout, letters to/from permittees, and site inspection.</p> <p>Arranged by location/site.</p>		C+20	Y	<p>C = Until the permittee changes.</p> <p>Annual accrual rate is less than one cubic foot. Total accumulation is about 15 cubic feet. Currently there are about 720 permits.</p> <p>Justification for "C+20" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+20" years.</p>
<p>002 - Tiedown Waitlists This series consists of the payment receipt to be on waitlist, pilot license, medical certificate and letters for waitlist recipients.</p> <p>Arranged alphabetically by name.</p>		C+1		<p>C = Until obsolete, superseded or administrative need is met.</p>

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003 - Lease Files This series documents terminal and land space leases. The lessees are airlines and other concessionaires. File contents include: lease and amendments, supplements, assignments, building permits with support plans, rent review, insurance certificates and correspondence.</p> <p>Arranged numerically.</p>		C+30	Y	<p>C = Until lease expires.</p> <p>Annual accrual rate: 4 cubic feet (cf); total active lease accumulation: 70 cf; inactive leases: 125 cf.</p> <p>Justification for "C+30" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+30" years.</p>
<p>004 - Lease Bid Packages This series documents the award of leases and includes: applications, public notices, proposals and evaluations for both accepted and rejected bids.</p> <p>Arranged numerically.</p>		C+3		<p>C = Until lease expires.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is 3 years.</p> <p>Record Copy.</p>
<p>005 - Leasing System This information system is a repository of data pertaining to space that is leased to customers at the state-owned airports. Lease notices (expiration, insurance, performance bond, etc.) are generated automatically.</p>		C	Y	<p>C = Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

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<p>007 - Property Management System This information system consists of drawings of airport property and facilities in a GIS environment. Generates lease exhibits North and South Terminal leases and real property leases.</p>		C	Y	C = Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">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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