



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: 621      Schedule No: 25-621.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

621 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - ENVIRONMENTAL SECTION

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 #254801.

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
	*		2/12/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/11/07	*	6/14/07
State Archivist	Date	Records Analyst	Date
*	6/15/07	*	1/23/07

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Hazardous Materials &amp; Asbestos Management Records</b>                      This series consists of correspondence, reports, studies and other information related to asbestos abatement maintained by the environmental section.</p> <p>Arranged alphabetically by subject.</p>		30		Refer to General Administrative Records Retention Schedule, for Personnel Administration records related to hazardous substances.
<p><b>002 - Environmental Permits, Plans, &amp; Procedures</b>                      This series documents the Airport's activities regarding spill prevention control, solid and hazardous waste management. Includes permit data regarding wetlands, wastewater discharges, water quality, stormwater, groundwater, air quality, fuel tanks, contaminated sites, and burns.</p>		30	Y	
<p><b>003 - Commissioned Reports on Environmental Studies</b>                      Environmental documents on soil, air, water, solid/hazardous materials, health and safety, and wetlands.</p> <p>Arranged alphabetically by subject.</p>		30		
<p><b>004 - Tenant Files</b>                      Environmental activity regarding airport tenants including correspondence, complaints, assessments, inspections, reports, actions, etc.</p> <p>Arranged alphabetically by tenant.</p>		C+30	Y	<p>C = Until lease expires.</p> <p>Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to tenant occupancy. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Tenant files with known or suspected contamination may need to be maintained for longer than 30 years.</p> <p>Recommend organization by ADA number or reference to leased parcel.</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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