



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 251803

Agency ID #: 469

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**DEPARTMENT OF TRANSPORTATION  
 & PUBLIC FACILITIES**  
**ALASKA INTERNATIONAL AIRPORT SYSTEMS OFFICE**

**KEY**

- A** - After Audit
- CFY** - Current Fiscal Year
- CY** - Current Year
- P** - Permanent
- Numerals** - Years in Addition to current year
- TO** - Term of Office
- M** - After Microfilming
- C** - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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 includes records for the Controller/Accounting staff and supercedes schedule #251802. Some information referenced on this schedule is input into the Alaska International Airport System Revenue System. Statutory/Regulatory Authority: AS 18 (Health & Safety); AS 37.15.430 (State Bonding); FAR Parts 108 & 612.

The International Airport Systems Office provides relevant and reliable financial statements to the international airport system. It provides these services: sets rates and charges for air carriers serving the system; institutes appropriate accounting and financial policies and procedures; oversees the annual audit conducted by an independent CPA; provides uniform fee structures for use of the airports' facilities and services; assists in the negotiation of the airport operating agreement; monitors capital project funding needs; and, coordinates AIAS revenue bond issues on behalf of the airport system.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

**Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.**

Divison Director <b>Keith Day, AIAS Controller</b>	State Archivist <i>[Signature]</i>		Date 4/19/07	Attorney General <i>[Signature]</i>	Date 3/29/07
Signature of Division Director <i>[Signature]</i>	Date 2/26/07	Records Analyst <i>[Signature]</i>	Date 2/21/07	Commissioner of Administration <i>[Signature]</i>	Date 4/13/07

**RECORDS RETENTION SCHEDULE CONTINUATION**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<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>International Airport Systems staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</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>
2	<p><b>Internal Audit Files:</b></p> <p>Work papers and reports for audits of security badge and permit activities.</p>	3		-	3		
3	<p><b>Alaska International Airport System (AIAS) Revenue System:</b></p> <p>Financial accounting system administered on the State mainframe documenting all budget and accounting activity for all airports in the State. Tracks revenue and expenditures and is totally separate from General Fund Accounting (AKSAS).</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Hardcopy accounting documents are retained under the General Administrative Records Retention Schedule.</p>