



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 251904

Agency ID #: 468

RECORDS RETENTION SCHEDULE

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DIVISION OF FINANCE

DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 AIRPORT DIRECTOR

JUN 30 2009

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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 supercedes #251903.

Statutory/Regulatory Authority: Federal Aviation Regulations (Parts 108 & 612); AS 37.15.430 (State Bonding) AS 18 (Health & Safety).

The Ted Stevens Anchorage International Airport provides for the movement of people and goods, and the delivery of State services. The Airport Director provides overall airport management and leadership necessary to assure that all airport functions are conducted in accordance with appropriate laws, regulations, policies, and procedures and in a safe, efficient and cost-effective manner.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director John Parrott, Airport Manager	State Archivist <i>Glenn Cook</i>	Date 7/20/09	Attorney General <i>Craig Tilley</i>	Date 6/25/09
Signature of Division Director/Designee <i>John Parrott</i>	Date 6-19-09	Records Analyst <i>D. Dawson</i>	Date 6/15/09	Commissioner of Administration <i>K. J. Jensen</i>
				Date 7/16/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>Airport Project Files:</p> <p>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	-	-	C+5		<p>C=Until project is completed and all business need is concluded.</p> <p>Engineering also administers Airport Project Files (refer to schedule #254601, Item 2). DOT/PF Contracts also administers a Record Copy of the master plan.</p>
3	<p>Airport Bulletins & Notices:</p> <p>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	-	-	C+5		<p>C=Until obsolete, superceded 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>

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Air Carrier Statistics (Electronic):	5	-	-	5		
	(Original Paper):	3	-	-	3		
	<p>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>						