



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 253602

Agency ID #: 467

RECORDS RETENTION SCHEDULE

Page 1 of 3

DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 FIELD & EQUIPMENT MAINTENANCE

KEY

- A - After Audit Numerals - Years in addition to current year
- CFY - Current Fiscal Year
- CY - Current Year TO - Term of Office
- P - Permanent S/M - After Scanning/ 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 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 #253601. Some information referenced on this schedule is input into the Equipment Management System and the Maintenance Management System.

Statutory/Regulatory Authority: AS 02 (Aeronautics); Federal Aviation Regulations (FAR) Parts 107, 108, 139; AS 44 (State Government); Transportation Security Regulation (TSR) 49 CFR Part 1542 (Airport Security Program); 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 mission of Field & Equipment Maintenance is to provide safe aircraft movement surfaces through efficient and cost-effective maintenance of the Air Operations Area, and to maintain vehicle roads, parking lots and other grounds in compliance with FAA airport certification requirements, as well as accepted prudent maintenance requirements and practices.

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.

Divison Director John Parrott, Airport Manager	State Archivist <i>Glenn Cook</i>	Date 7/20/09	Attorney General <i>Craig J. Kelley</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>Kris J. Jensen</i>
				Date 7/16/09

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

253602

Page 2

Agency ID

467

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>Field & Equipment Maintenance 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>Field Maintenance Daily Reports/Logs:</p> <p>This series consists of a group of operational reports for activity/equipment usage and sand/urea logs. Files are separated by type.</p> <p>Arranged chronologically.</p>	5		-	5		<p>Field & Equipment Maintenance also retains temporary copies of runway condition reports and TAPLEY (friction/braking conditions) reports. Airport Operations administers the originals.</p> <p>These reports and logs could be very important if a previously unreported incident (or an incident that was reported but not thought to be a problem) becomes the subject of a claim before the statute of limitations.</p>
3	<p>Equipment Management System:</p> <p>This information system (Microsoft Access) provides all data to facilitate equipment management at the Anchorage International Airport--Airfield and Equipment Maintenance Sections. Includes equipment specifications, work orders, vehicle mileage and fuel usage data.</p>	P		-	-	X	<p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

253602

Page 3

Agency ID

467

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Maintenance Management System (MMS):</p> <p>The MMS is a relational database used to track requests for the maintenance/repair of facilities, equipment, vehicles, and computer systems at the Anchorage International Airport. Data captured by the system include: service work orders, parts inventory, labor categories and rates, and maintenance schedules. Reports generated include: open/closed work orders, maintenance schedules, parts inventory listings, purchase requests, and vendor/supplier lists.</p>	P	-	-	-	X	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).