



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 253702

Agency ID #: 466

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES ALASKA INTERNATIONAL AIRPORT SYSTEM TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT FACILITIES SECTION</p>	<p style="text-align: center;">KEY</p> <p>After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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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 #253701. Some information referenced on this schedule is input into the Maintenance Management System (MMS).

Statutory/Regulatory Authority: AS 02 (Aeronautics); AS 44 (State Government) AS 18 (Health & Safety); National Fire Protection Association/Alaska Fire Code.

The Facilities Section protects the state's investment in all airport buildings by maintaining the infrastructure, utilities, structures and other facilities to meet or exceed their expected life-cycle at an acceptable level of service. This section presents a clean and attractive passenger terminal and other airport facilities to the traveling public and airport tenants.

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 A Cook</i>	Date 7/20/09	Attorney General <i>Craig J. 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>Kris Johnson</i>	Date 7/6/09

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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>Facilities Section 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>Inspection Reports (Routine):</p> <p>Inspection Reports (Major):</p> <p>Routine inspection reports include: Major inspection reports include:</p> <p>Overhead/automatic doors, elevators, escalators, fire safety and preventive maintenance schedules.</p> <p>Arranged chronologically.</p>	6 10	- -	- -	6 10		<p>Airport Safety faxes this report to Facilities.</p>
3	<p>Shift Supervisor's Daily Logs:</p> <p>Logs documenting who worked where, when, and on what shift; and, name of supervisor.</p> <p>Arranged chronologically.</p>	3		-	3		<p>Some data is entered into the Work Order System in the MMS.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Fire & Life Safety Monthly Report:</p> <p>The Facilities Section receives copy from Airport Safety that documents all alarm activity.</p> <p>Arranged chronologically.</p>	2	-	-	2		<p>Some data is entered into the Work Order System in the MMS.</p> <p>These reports must be available for any Transportation Security Administration issues that arise.</p>
5	<p>Key Control Files:</p> <p>This series documents key requests and usage.</p>	3	-	-	3		<p>All data is entered into the Work Order System in the MMS.</p>
6	<p>Safety Meeting Records:</p> <p>Documents safety meetings and includes sign-up sheets, videotapes, minutes, agendas, exhibits, resolutions, staff reports, indexes, tape recordings, correspondence, and other documentation relating to "Safety in the Workplace."</p> <p>Topics include hazards to employees and the general public, repair safety concerns, suggestions and complaints.</p> <p>Arranged chronologically.</p>	5	-	-	5		<p>This series is administered under 29 CFR 1926.21 (Occupational Safety & Health Act of 1970).</p> <p>Refer also to the General Administrative Records Retention Schedule for Personnel Administration Records.</p>