



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 254101

Agency ID #: 617

RECORDS RETENTION SCHEDULE

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DIVISION OF FINANCE

DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 ADMINISTRATION: LEASING

JUN 05 2007

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 supercedes #254100. Certain information referenced on this schedule is input into the Leasing System (Item 6) and Property Management System (Item 7.)

Statutory/Regulatory Authority: AS 02 (Aeronautics); AS 44 (State Government) 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 Leasing Section manages the airport's real estate leases, terminal space leases, and other third party agreements.

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 prescribed 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.

Division Director	State Archivist	Date	Attorney General	Date
Morton Plumb	<i>Ken Nailor</i>	6-4-07	<i>Craig J. Tillery</i>	5/24/07
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>Morton Plumb</i>	<i>D. Dawson</i>	3/13/07	<i>Ken Nailor</i>	6/11/07

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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: [unless otherwise listed on this schedule]</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</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>Tiedown Permits:</p> <p>This series consists of the application for permit, pilot license, aircraft registration/lease, computer screen printout, letters to/from permittees, and site inspection.</p> <p>Arranged by location/site.</p>	C+20		-	C+20	X	<p>C=Until the permittee changes. Annual accrual rate is less than one cubic foot. Total accumulation is about 15 cubic feet. Currently there are about 720 permits.</p> <p>Justification for "C+20" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+20" years.</p>
3	<p>Tiedown Waitlists:</p> <p>This series consists of the payment receipt to be on waitlist, pilot license, medical certificate and letters for waitlist recipients.</p> <p>Arranged alphabetcially by name.</p>	C+1		-	C+1		<p>C=Until obsolete, superceded or administrative need is met.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Lease Files:</p> <p>This series documents terminal and land space leases. The lessees are airlines and other concessionaires. File contents include: lease and amendments, supplements, assignments, building permits with support plans, rent review, insurance certificates and correspondence.</p> <p>Arranged numerically.</p>	C+30		-	C+30	X	<p>C=Until lease expires. Annual accrual rate: 4 cubic feet (cf); total active lease accumulation: 70 cf; inactive leases: 125 cf.</p> <p>Justification for "C+30" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+30" years.</p>
5	<p>Lease Bid Packages:</p> <p>This series documents the award of leases and includes: applications, public notices, proposals and evaluations for both accepted and rejected bids.</p> <p>Arranged numerically.</p>	C+3		-	C+3		<p>C=Until lease expires.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is 3 years.</p> <p>Record Copy</p>
6	<p>Leasing System:</p> <p>This information system is a repository of data pertaining to space that is leased to customers at the state-owned airports. Lease notices (expiration, insurance, performance bond, etc.) are generated automatically.</p>	C		-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Property Management System:</p> <p>This information system consists of drawings of airport property and facilities in a GIS environment. Generates lease exhibits North and South Terminal leases and real property leases.</p>	C	-	-	C	X	C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).