



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 254501

Agency ID #: 618

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DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 AIRPORT OPERATIONS

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 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 #254500. Abbreviations used on this schedule:
 TSA: Transportation Security Administration; DHS: Department of Homeland Security; AOA: Airport Operations Area
 Statutory/Regulatory Authority: AS 02 (Aeronautics); AS 44 (State Government) AS 18 (Health & Safety); 49 CFR Part 1542 (Transportation Security Administration, Aviation Security); 14 CFR 139 (Federal Aviation Administration, Airport Certification).

The Ted Stevens Anchorage International Airport provides for the movement of people and goods, and the delivery of State services. Airport Operations ensures a safe, well constructed, well coordinated, environmentally sound operating environment for air carriers and other airport tenants, general aviation, the travelling public and employees. This section ensures that the airport and its tenants are in compliance with federal, state and airport regulations.

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	State Archivist	Date	Attorney General	Date
<i>Christina Kleson</i>	<i>Glenn Shank</i>	<i>2/27/09</i>	<i>Craig J. Tulley</i>	<i>2/19/09</i>
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>[Signature]</i>	<i>2-4-9</i>	<i>D. Dawson</i>	<i>11/28/08</i>	<i>[Signature]</i>

For Christina Kleson

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Retention Disposition

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>Airport Operations 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>Notice to Airmen (NOTAMS):</p> <p>This series consists of runway or ramp condition notices issued by operations safety which are disseminated to the FAA and air carriers. Other examples of NOTAM information include: runway closures, malfunctions to navigational aids, special traffic management programs, changes affecting airport arrival and departure procedures.</p> <p>Arranged numerically.</p>	4	-	-	4		<p>Copies are also maintained by the FAA tower and field maintenance supervisor.</p> <p>Authority: 14 CFR Part 139</p>
3	<p>APSIN Terminal Security Officer Records:</p> <p>This series documents airport participation in APSIN and includes applications, passwords, clearances, correspondence, logs etc.</p>	C+3		-	C+3		<p>C=Until password/clearance is modified or deleted.</p> <p>Confidential under Article I, Section 22 Alaska Constitution.</p> <p>APSIN: Alaska Public Safety Information Network</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>APSIN Monthly Audit Forms:</p> <p>Listing of Law Enforcement Officer requests/actions related to APSIN checks.</p> <p>Arranged chronologically.</p>	4		-	4		Confidential under Article I, Section 22 Alaska Constitution.
5	<p>DISPATCHER'S RECORDS (Logs):</p> <p>(Electronic Recordings):</p> <p>Logs list significant events/information.</p> <p>Arranged chronologically.</p>	6		-	6		Retain substantive evidentiary recordings until all legal issues have been resolved.
		30 days	-	-	30 days		
6	<p>Runway Condition Reports:</p> <p>Runway friction tests (TAPLEY/Bowmark Values) documenting braking action and braking coefficient (measured coefficient of friction between a tire and runway). Includes taxiways and ramps.</p> <p>Arranged chronologically.</p>	6	-	-	6		

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Airport Condition & Daily Inspection Reports:</p> <p>Airport condition reporting complies with 14 CFR 139.339 which requires the collection and dissemination of airport condition information to air carriers. Includes, but is not limited to, the following airport conditions that may affect safe operations of air carriers: construction/maintenance activity, surface irregularities, lighting system malfunctions, unresolved wildlife hazards, etc.</p> <p>Arranged chronologically.</p>	3	-	-	3		<p>The FAA inspects these reports annually under Part 139 certification. These reports are also useful for litigation and investigation.</p>
8	<p>Certification Inspection Records:</p> <p>The FAA conducts annual certification inspections and issues airport operating certificates under 14 CFR 139. This records series documents compliance and includes: airport certification manual/specifications, emergency plans, snow/ice control plan, personnel training records, correspondence, letters of correction noting violations, administrative actions, policies and procedures, etc.</p> <p>Arranged chronologically.</p>	C+3	-	-	C+3	X	<p>C=Until records are obsolete, superceded or no longer needed for business purposes. Training and compliance records may be useful for litigation. Minimum record keeping requirements for certification records are delineated in Part 139.301 and vary between 12 - 24 consecutive calendar months.</p> <p>Series also consists of requirements and recommendations dealing with wildlife hazards on and around airports; airfield signing, marking, and lighting; aircraft rescue and fire fighting; fueling; snow and ice control; and, pedestrian and ground vehicle control.</p>
9	<p>AIRPORT SECURITY PROGRAM RECORDS</p> <p>The DHS/TSA requires an Airport Security Program under 49 CFR 1542, which provides for the safety and security of persons/property on an aircraft against an act of criminal violence, aircraft piracy, or the introduction of an unauthorized weapon, explosive, or incendiary onto an aircraft.</p> <p>These records document compliance; refer to Items 10 & 11 for breakdown of airport security records.</p>						<p>Certain sensitive security information (SSI) may be restricted under 1542.101(c)(1) to persons with a need to know; other information may be confidential under Article 1, Section 22 Alaska Constitution.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	AIRPORT SECURITY PROGRAM RECORDS (A. Fingerprint-based Criminal History Record Checks):	C	-	-	C		C=Until expiration of access authority AND 180 days have passed.
	(B. Badge Applicant Records/Histories, Electronic): Badge applicant records document issuance of badges for access to controlled areas. Consists of security threat assessments, badge applicant letters, personal information sheets listing individual's full name, aliases/nicknames, employers, etc.	C	-	-	C		Retention Authority: Under 49 CFR 1542.209(k) these records must be maintained for 180 days after a badged person no longer retains unescorted Security Identification Display Area access. Most ID Badge records are stored in the Access Control System; however, every record is retained in paper format. Confidential under Article I, Section 22 Alaska Constitution.
11	AIRPORT SECURITY PROGRAM RECORDS (C. Device Histories, Electronic):	C	-	-	C		C=Until expiration of access authority AND 180 days have passed. Refer to 49 CFR 1542.209(k).
	(D. AOA Permits):	2/Ex	-	-	2/Ex		Ex=Expiration. Retain AOA Permits 2 years or until expiration, whichever comes first. (New permits are issued every calendar year.)
	(E. AOA Temporary Permits):	.5/Ex	-	-	.5/Ex		Retain AOA Temporary Permits 6 months or until expiration, whichever comes first.