



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

Schedule Number: 254601

Agency ID #: 619

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 ENGINEERING

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 #254600. Some information referenced on this schedule is input into the Property Management System.

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 Engineering Section provides engineering oversight/coordination of airport construction activities.

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 J. Tolby</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>Ken Jensen</i>
				Date 7/16/09

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
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>Engineering 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>Projects related to the Anchorage International Airport. Includes correspondence, plans, specifications, drawings, etc.</p> <p>Arranged alphabetically by project name within each fiscal year.</p>	C+6	-	-	C+6	X	<p>C=Until project is concluded.</p> <p>The Ted Stevens Anchorage International Airport administers Record Copy.</p> <p>Refer to Item 4, Engineering Drawings (As-Builts) & Plans.</p>
3	<p>Engineering Maps (Original & Electronic):</p> <p>Consists of airport information maps, terminal drawings and other exhibits.</p> <p>The electronic file is arranged by publication or requestor; hard copy originals are chronologic.</p>	P	-	-	-	X	<p>Old maps are useful in the recollection and understanding of past circumstances regarding title, lease contract, and utilities issues; and, claims of all kinds.</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>Engineering Drawings (As-Builts) & Plans:</p> <p>Consists of hard copy as-built drawings or the latest set of plans when as-builts are unavailable.</p>	P	-	-	-	X	
5	<p>BUILDING PERMIT & UTILITY FILES [Construction As-Builts/Most Current Set of Plans]: [Applications, Reviews, Correspondence & Comments]:</p> <p>This series consists of permit applications, reviews, correspondence, and tenant construction as-builts or most current set of plans.</p> <p>Arranged numerically.</p>	P C+6	- -	- -	- C+6	X	<p>C=Until work is completed.</p> <p>The Ted Stevens Anchorage International Airport administers Record Copy. [Leasing does not receive building permit plans.]</p> <p>Total accumulation is approximately 15 cubic feet.</p>
6	<p>Property Records:</p> <p>Includes deeds, easements, documents regarding property rights, titles, etc. related to airport real estate.</p> <p>Arranged by tract number.</p>	P	-	-	-	X	<p>The Ted Stevens Anchorage International Airport administers Record Copy.</p>