



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 254701

Agency ID #: 620

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF TRANSPORTATION
& PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM
 TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT
 INFORMATION SYSTEMS DIVISION

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 #254700.

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 Information Systems Division provides information management capabilities to administrative and operational functions at the airport; and, provides relevant information to the traveling public.

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>[Signature]</i>		<i>4/19/07</i>	<i>Craig J. Tillery</i>	<i>3/29/07</i>
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>3/19/07</i>	<i>D. Dawson</i>	<i>3/8/07</i>	<i>[Signature]</i>	<i>4/13/07</i>

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>Information Systems staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</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>