



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 254801

Agency ID #: 621

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES ALASKA INTERNATIONAL AIRPORT SYSTEM TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT ENVIRONMENTAL SECTION</p> <p style="text-align: right;">DIVISION OF FINANCE JUN 14 2007</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year CFY - Current Fiscal Year TO - Term of Office CY - Current Year M - After Microfilming P - Permanent 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 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.

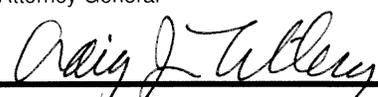
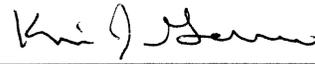
Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #254800.

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 Environmental Section develops environmental policy and plans to meet laws and regulations, and administers the noise program.

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 Morton Plumb	State Archivist 	Date 6-15-07	Attorney General 	Date 6/11/07	
Signature of Division Director 	Date 6/14/07	Records Analyst 	Date 1/23/07	Commissioner of Administration 	Date 6/14/07

2-12-07

J. Wassel 2-12-07

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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>Environmental Section 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>Environmental procedures may need to be retained permanently due to health and safety impacts and liability.</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>Hazardous Materials & Asbestos Management Records:</p> <p>This series consists of correspondence, reports, studies and other information related to asbestos abatement maintained by the environmental section.</p> <p>Arranged alphabetically by subject.</p>	30	-	-	30		<p>Refer to General Administrative Records Retention Schedule, Items 106 & 107 for Personnel Administration records related to hazardous substances.</p>
3	<p>Environmental Permits, Plans, & Procedures:</p> <p>This series documents the Airport's activities regarding spill prevention control, solid and hazardous waste management. Includes permit data regarding wetlands, wastewater discharges, water quality, stormwater, groundwater, air quality, fuel tanks, contaminated sites, and burns.</p>	30	-	-	30	X	

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Retention Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Commissioned Reports on Environmental Studies:</p> <p>Environmental documents on soil, air, water, solid/hazardous materials, health and safety, and wetlands.</p> <p>Arranged alphabetically by subject.</p>	30	-	-	30		
5	<p>Tenant Files:</p> <p>Environmental activity regarding airport tenants including correspondence, complaints, assessments, inspections, reports, actions, etc.</p> <p>Arranged alphabetically by tenant.</p>	C+30	-	-	C+30	X	<p>C=Until lease expires.</p> <p>Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to tenant occupancy. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Tenant files with known or suspected contamination may need to be maintained for longer than 30 years.</p> <p>Recommend organization by ADA number or reference to leased parcel.</p>