



Department of Education
 Division of Libraries & Archives
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Agency Department of Transportation & Public Facilities Office of the Commissioner	LS - 2 Yr Leg. Session	AR - Archivist Review	C - Current/Active	Schedule Number 250103 ID #: 479
	CY - Current Year		TO - Term of Office	
	P - Permanent	T - Terminated, obsolete, superceded		Numerals - Years in addition to current year Page 1 of 2

See General Administrative Records Schedule for records not listed below. Unless otherwise noted, all records are retained on a calendar year basis. All records have potential permanent legal and historic value and therefore will be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records series are nonconfidential. Statutory Authority: AS 44.42.010 - 900; AS 02; AS 19; AS 35. The Department of Transportation and Public Facilities designs, constructs, operates, and maintains State transportation systems, buildings, and other facilities used by most Alaskans across the State. The Department is responsible for long-range statewide planning for both public facilities and transportation projects. Ongoing services include: provision for air, water, and highway transportation; construction, operation, and maintenance of the Anchorage and Fairbanks International Airports; design, construction, operation, and maintenance of State buildings and related facilities; and design and contracting performed for other departments of State government. The Commissioner's Office provides executive leadership for all activities of the Department and coordination with the Executive and Legislative branches and the federal government.

Item No.	Record Series Title & Description	Retention		Disposition		Vital Record	Remarks
		Office	Record Center	Archives	Destroy		
1	Chronological Signature File (By Date): Reading File	3	—	P	—		
2	Alphabetical Correspondence File (By Recipient)	3	—	—	3		Same contents as Chronological Signature File
3	Governor's RD Track Files with backup: Arranged by Completion Date.	3	—	P	—		Other track files may also be archived at the request of the Governor's Office.
4	Subject Files with backup: Includes correspondence and back-up information on DOT&PF issues in all regions and divisions. Arranged by Region and then alphabetically by project/issue name.	3	—	P	—		
5	Policy Memorandums: (Kept in appropriate subject area for reference).	TO	—	P	—		

Pursuant to the provisions of AS 40.21, the records listed are approved for retention and disposition as indicated.

Typed Name, Commissioner Joe Perkins, Commissioner	State Archivist <i>[Signature]</i>	Date 2/22/00	Attorney General <i>[Signature]</i>	Date 2/1/00
Signature of Commissioner <i>[Signature]</i>	Records Analyst D. Dawson	Date 1-4-00	Commissioner of Administration <i>[Signature]</i>	Date 2/1/00

RECORDS RETENTION SCHEDULE CONTINUATION

 Schedule Number **250103**

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Item No.	Record Series Title & Description	Retention		Disposition		Vital Record	Remarks
		Office	Record	Archives	Destroy		
6	Commissioner's Current Issue: (Some Originals) Arranged alphabetically by issue name.	C+2	—	—	—		Transfer to item four when no longer current.
7	Special Project Files: This series consists of records that are created and maintained by the Commissioner's Office in the conduct of the substantive functions for which the Office is responsible. Special projects relate to important Departmental issues that concern the Office of the Commissioner. Also includes major administrative studies/operational plans, Departmental goals/objectives audit/transition reports, and ombudsman complaints.	TO+2	—	P	—		
8	Legal Opinions received from the Attorney General's Office or outside counsel and relevant backup.	3	—	—	3		Office of Record is Attorney General's Office. If backup data is not available elsewhere, offer to state archives for review.
9	Legislative Correspondence Files Arranged by Legislator	LS+2	—	P	—		
10	Legislative Liaison Files: Back-up on legislation, correspondence with legislators, log of inquiries received from legislators and staff, and action taken. Arranged alphabetically by subject.	LS+2	—	P	—		
11	Minutes & Meeting Files: This series documents the Commissioner's role on State boards, commissions, councils, associations, task forces, and other policy groups.	TO+1	—	P	—		
12	General Administrative, Transitory & Miscellaneous Information: Consists of appointment books, telephone/mail logs, calendars, correspondence tracking logs, training records, delegations of authority, organizational charts, SHARE campaign materials, conflict of interest statements, press/media contacts, notary public files, telefascimile files, and general correspondence cc'd from other departments/sections in hard copy or electronic form.	TO	—	—	TO		Transitory material may be disposed earlier, if appropriate.
13	Travel Files	C+1	—	—	C+1		Record copy is maintained by the Division of Administrative Services
14	Vendor Files: Delivery Orders, purchase orders, stock requests, logs.	C+1	—	—	C+1		Record copy is maintained by the Division of Administrative Services
15	Public Information Office filesets: These series include Record Copies of: news/press releases from the Commissioner's office, publications, videotapes, historical clippings files, speeches, monographs, and pamphlets related to Department functions. May include electronic records not duplicated elsewhere.	TO+1	—	P	—		