



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 122502

Agency ID #: 594

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY DIVISION OF ALASKA WILDLIFE TROOPERS AIRCRAFT SECTION	KEY			
	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

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 noted all records series are nonconfidential. This records schedule supercedes #122501.

Statutory/Regulatory Authority: AS 16, 5 AAC (Fish & Game); 20 AAC (Limited Entry); AS 11 (Criminal); AS 46 (Environment); AS 44 (State Government); AS 02 (Aeronautics); AS 08 (Guiding/Outfitting); 14 AAC 91 (Aeronautics & Space).

The mission of the Division of Alaska Wildlife Troopers is to protect State fish and game resources by enforcing the statutes and regulations that have been created to protect those resources, and to provide deterrence to those who would attempt to benefit from the illegal taking of Alaska's fish and wildlife. The mission of the Aircraft Section is to maintain the Department's 42 owned and leased aircraft in safe operating condition and to provide training and proficiency certification for its 57 pilots.

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
Colonel Gary Folger			11/15/07		10/8/07
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	4/23/07	Christopher L. Hies	4-16-07		11/16/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Flight Logs (Yellow Copy):</p> <p>Aircraft Log Reports (Form #12-509) are completed by pilots at the conclusion of each flight. Current logbooks are kept in the aircraft and also track maintenance. Types of information include: aircraft number, pilot name, location, tac times, purpose, etc. Information from the logs is entered into "Airform," a Microsoft Access database.</p> <p>Arranged alphabetically by aircraft and then by flight log number.</p>	3	-	-	3	X	<p>White copy kept in Item 5.</p> <p>Under US FAR 91-54 maintenance and associated records are to be kept until the work has been repeated and superceded by other work or for one year after the work has been completed. Approved by the Office of Management & Budget under OMB control number 2120-0005.</p> <p>Aircraft hours are budgeted and allocated by aircraft type among the various regions of the Department.</p>
2	<p>Pilot Files:</p> <p>This series consists of flight physicals, flight proficiency checks, medical certificates, flight authorizations and correspondence regarding flight limitations on each department pilot.</p> <p>Arranged alphabetically by pilot name.</p>	C+6	-	-	C+6	X	<p>C=Until pilot terminates employment.</p>
3	<p>Aircraft Maintenance Report:</p> <p>(Aircraft Destroyed):</p> <p>This series consists of mechanics' summary of aircraft inspection which may include the following: engine, annual, gear change, 100-hour, strut forks and comments. Includes dates and hours since last overhaul.</p> <p>In the event of an airplane crash, need to retain for 2 1/2 years in case of civil litigation.</p>	C C+30 Mos.	- -	- -	C C+30 Mos.		<p>C=As long as the aircraft is in service. When aircraft is surpluses or transferred, mechanics' maintenance files are transferred with the aircraft.</p> <p>C=Until National Transportation Safety Board (NTSB) authorizes destruction. Under 49 CFR Subtitle B, Chapter VIII, Part 830.10(d) aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the NTSB to the contrary.</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>Seized Aircraft Records (Returned To Owner):</p> <p>(Forfeited to State):</p> <p>This series documents all actions related to the confiscation of aircraft. Files contain inventory forms listing aircraft status at time of seizure, condition of aircraft, release forms signed when returned to owner, records showing disposition of aircraft, photos and memoranda.</p> <p>Arranged chronologically.</p>	C+6	-	-	C+6		C=Until aircraft is returned to owner.
		C	-	-	-		C=Until aircraft is forfeited. If aircraft is forfeited, interfiled with Item 5, Historical Aircraft Files.
5	<p>Historical Aircraft Files:</p> <p>This series consists of aircraft acquisition records (whether purchased, transferred from another agency or forfeited through legal action) and FAA records including airworthiness certificate and registration information.</p> <p>Arranged alphabetically by aircraft and thereunder chronologically.</p>	C	-	-	-	X	<p>C=As long as the aircraft is in service. When aircraft is surpluses or transferred, files are transferred with the aircraft.</p> <p>C=Until National Transportation Safety Board (NTSB) authorizes destruction. Under 49 CFR Subtitle B, Chapter VIII, Part 830.10(d) aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the NTSB to the contrary.</p>
6	<p>Contract Work Invoices:</p> <p>This series consists of copies of invoices and work orders for work performed by vendors who are under contract to perform maintenance repairs on Department aircraft, or vendors at remote locations who perform maintenance based upon bidding for the work.</p> <p>Arranged by invoice date.</p>	3	-	-	3		<p>Copies are also kept within the mechanics' maintenance records (Item 5) for that aircraft. Legislative Audit may have audit requirement, not to exceed 3 years, with regard to outside vendors performing certain work and the dollar value of that work.</p> <p>Under US FAR 91-54 maintenance and associated records are to be kept until the work has been repeated and superceded by other work or for one year after the work has been completed. Approved by the Office of Management & Budget under OMB control number 2120-0005.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Shop Work Orders (Yellow Copy):</p> <p>This series documents repairs made to individual aircraft by Aircraft Section mechanics. Maintenance required and accomplished is delineated in narrative form, and includes a maintenance release certification with regard to airworthiness. Information is input into the "AirMaint" database.</p> <p>Arranged numerically by work order.</p>	7	-	-	7	X	<p>White copy filed with aircraft maintenance records.</p> <p>Under FAA Repair Station CRS #CF4R 100M Manual, Records of Work are maintained in active file for 2 years then transferred to dead storage for 5 additional years. In the event of lawsuits challenging maintenance, retain records for 6 years after the case is settled, or until the Attorney General authorizes disposal.</p>
8	<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>Aircraft 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>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>