



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 72604

Agency ID #: 246

RECORDS RETENTION SCHEDULE

Page 1 of 5

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF LABOR STANDARDS & SAFETY

MECHANICAL INSPECTION SECTION

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.

All records series may contain confidential data under AS 18.60.088(b) or AS 18.60.099. This records schedule supercedes #072603. Electronic data is administered in Microsoft Access/Btrieve and accessible via the Anchorage LAN.

Statutory/Regulatory Authority: AS 18.60.180-395; AS 18.60.670-695; 8 AAC 90.105-900; 8 AAC 80.010-900; 8 AAC 70.010-090; AS 05.20.010-120; AS 18.60.800-820; AS 18.60.705-740; 8 AAC 78.010-900; 8 AAC 77.005-905; 8 AAC 63.010-090; AS 18.60.580-660; AS 18.62.010-080; 8 AAC 61.600-790.

The goal of the Mechanical Inspection Section is to protect the public from the following dangers: improperly installed or improperly maintained boilers, pressure vessels, elevators, escalators, wheelchair lifts; and, recreational devices such as ski lifts, tramways and amusement rides; subcode electrical installations and incompetent installers; subcode plumbing work and incompetent installers. Mechanical Inspection staff also assure that construction contractors are properly licensed and bonded and that employers have the proper workers' compensation insurance.

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 <b>Grey R. Mitchell</b>	State Archivist <i>Ken Nailor</i>	Date 10-30-06	Attorney General <i>Craig J. Tillery</i>	Date 10/23/06
Signature of Division Director <i>Grey R. Mitchell</i>	Date 7/30/06	Records Analyst <i>Christie Leffler</i>	Date 7-28-06	Commissioner of Administration <i>Ken Johnson</i>
				Date 10/26/06

DIVISION OF FINANCE

OCT 25 2006

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 72604**

**Page 2**

**Agency ID 246**

		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<b>INSPECTION REPORTS Pressure Vessel (Original):</b>	C+3	-	-	C+3		C-1=Until no longer current and there are no violations.
	(Pink Copies, Inspector's):	C+1	-	-	C+1		C-2=Until next required inspection is completed, within a one to five year cycle, and there are no violations. Inspectors use pink copy as a "desk available" work copy.
	Pressure Vessels (Electronic):	C+3	-	-	C+3		C-3=Until data is obsolete, superceded, or administrative/management need is met. Constitutes "Record Copy" for the Section.
	Authority: 8 AAC 80. May include compliance cards, tracer requests, tracer closure forms and correspondence.						
	Originals are filed by state vessel number; copies are arranged chronologically.						
2	<b>INSPECTION REPORTS--Elevators, Amusement Rides, Ski Lifts &amp; Tramways (Original):</b>	C+1	-	-	C+1		C-1=Until no longer current and there are no violations.
	Elevators (Electronic):	C+2	-	-	C+2		C-2=Until data superceded, obsolete or administrative/management need is met. Constitutes "Record Copy" for the Section.
	Per AS 18.60.800 the MIS inspects and certifies Elevators to meet safety standards; and, 8 AAC 78 for Amusement Rides, Ski Lifts and Tramways. Inspections are performed in accordance with procedures set out in the Manual for Elevators and Escalators and 8 AAC 077 (Elevator Safety Standards). The MIS maintains a record of all inspections performed, fees collected, safety tests and data sheets. Arranged numerically.						
3	<b>INSPECTION REPORTS Plumbing &amp; Electrical (Original):</b>	3	-	-	3		
	(Workcopy-Pink):	1	-	-	1		
	Plumbing Code: 8 AAC 63. Electrical Safety Code: 8 AAC 70.						
	Arranged alphabetically by city.						

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 72604**

**Page 3**

**Agency ID 246**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Electrical Administrator &amp; Mechanical Administrator Files:</b></p> <p>This series documents that the administrator has the proper license/insurance, is working at the right job, etc. Covers the enforcement side only.</p> <p>Arranged alphabetically by administrator.</p>	C	-	-	C		C=Until administrative/management need is met.
5	<p><b>Boiler Accident Reports:</b></p> <p>This series documents the time, date, circumstances, etc. regarding boiler accidents.</p> <p>Arranged chronologically.</p>	5	-	-	5		
6	<p><b>Certificate of Fitness Files (Original):</b></p> <p>Certificate of Fitness (Electronic):</p> <p>A Certificate of Fitness is required for electricians, plumbers, boiler operators, blasters, painters, asbestos abatement workers, etc. This records series consists of application and training/experience documentation.</p> <p>Arranged alphabetically by name.</p>	C+2 C	- -	- -	C+2 C		<p>C=Until license expires. JUSTIFICATION FOR "C+2" RETENTION: Licenses are valid for two or three years, with two years after expiration to renew.</p> <p>C=Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Per Division policy examinations are destroyed after they are scored. Worksheets are disposed after applicant receives certificate.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**72604**

**Page 4**

**Agency ID**

**246**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Cease &amp; Desist Orders:</b> <b>Cease &amp; Desist Logs:</b></p> <p>A cease and desist order may be issued when: a contractor violates any of the contractor licensing laws; someone performs plumbing or electrical work without a Certificate of Fitness; or, there are other code violations, etc.</p> <p>Arranged chronologically.</p>	C+3	-	-	C+3		C=Until obsolete, superceded or administrative/management need is met.
8	<p><b>Administrative Fines Orders:</b> <b>Administrative Fines Log:</b></p> <p>An administrative fine may be issued when: a contractor violates any of the contractor licensing laws; or, there are other code violations, etc.</p> <p>Arranged chronologically.</p>	C+3	-	-	C+3		C=Until obsolete, superceded or administrative/management need is met.
9	<p><b>Variances/Recorded Agreements:</b></p> <p>This series documents requested and granted building code variances.</p> <p>Arranged alphabetically by contractor.</p>	C+40	-	-	C+40		C=Date of variance issue.

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**72604**

**Page 5**

**Agency ID**

**246**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<b>Hazardous Material Certificate Files (Originals):</b>	C	-	-	M		C=Date certificate/license expires and is not renewed. Originals may be destroyed after microfilm is certified "true & correct."  This records series was previously listed on Records Retention Schedule #72404 Item 2.
	(Master Microfilm):	-	30	-	30		
	(Workcopy Microfilm):	30	-	-	30		
11	<b>Hazardous Material Certificate Database:</b>	C	-	-	M	X	C=Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records). Outputs from this database are microfilmed. Originals may be destroyed after microfilm is certified "true & correct."  This records series was previously listed on Records Retention Schedule #72404 Item 6.
	(Master Microfilm):	-	30	-	30		
	(Workcopy Microfilm):	30	-	-	30		
12	<b>GENERAL ADMINISTRATIVE RECORDS:</b>	-	-	See GRS	See GRS		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.  The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.
	Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.  Mechanical Inspection staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).						