



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 650 Schedule No: 02-650.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF GENERAL SERVICES
 650 - PUBLIC BUILDING FACILITIES

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #25702.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

| | | |
|--|---|--|
| Division Director | Signature of Division Director <i>Original signature held on file.</i> | Date 11/7/2011 |
| Attorney General/Designee <i>Original signature held on file.</i> | Date 10/19/2011 | Commissioner of Administration/Designee <i>Original signature held on file.</i> |
| State Archivist <i>Original signature held on file.</i> | Date 11/18/2011 | Records Analyst <i>Original signature held on file.</i> |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|--------|-----------------|-----------|---|
| <p>001 - Parking Files This series constitutes a history of state-owned building parking including policies, directives and regulations. Arranged chronologically.</p> | H | C | | C=Until records are obsolete, superseded or administrative need is met. |
| <p>002 - Occupancy Agreements Consists of occupancy agreements for state agencies in state-owned facilities. Arranged numerically by department.</p> | H & E | C+3 | | C = Until agreement is terminated. Record Copy may be administered in hard copy or electronically. |
| <p>003 - Building of Record Files Includes the following types of documents related to buildings: blueprints, as-built drawings, electrical/mechanical upgrades, schematics, and manufacturer information regarding service/repair, etc. Arranged per the subject file classification by building.</p> | H | C+4 | Y | C = Life of building. |
| <p>004.1 - Work Order & Maintenance Management Records (Originals) This records series documents the maintenance history, procedures and schedules for state equipment; and, tracks corrective maintenance requested for state buildings which is entered into Maximo, a maintenance management system for preventive and corrective work orders.</p> | H | C | Y | C = Until records are entered into Maximo. |
| <p>004.2 - Work Order & Maintenance Management Records (Maximo) This records series documents the maintenance history, procedures and schedules for state equipment; and, tracks corrective maintenance requested for state buildings which is entered into Maximo, a maintenance management system for preventive and corrective work orders.</p> | D | C or 6 | Y | Retain 6 years or until all administrative need is met, whichever is later. |

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

| Retention Key | Format Key | Bus. Ess = Business Essential |
|--|---|--|
| A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office | H = Hardcopy E = Electronic D = Database M = Microform | 1. Are necessary for emergency response 2. Are necessary to resume or continue operations |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|--------|-----------------|-----------|---|
| <p>005 - Procurement Documents (Formal & Informal) This records series consists of documents pertaining to the solicitation of goods or services for the facilities section including: purchase requisitions, request for alternate procurement, delivery orders, contracts, mailing lists, solicitation documents, amendments, change orders, etc.</p> <p>Arranged numerically by last four digits.</p> | H | C+6 | | <p>C = Expiration of contract.</p> <p>Under AS 09.10.120 the state has six years to bring an action.</p> <p>Some data is input into the Procurement Tracking System.</p> |
| <p>006 - Juneau Buildings Security Records This records series documents the operation of door locks, card access systems, elevator operation and assignment of access privileges for Juneau buildings.</p> <p>Data is entered into the Millennium System (Enterprises), a Sequel Server database that is physically located on the 5th floor of the SOB.</p> | H & D | C+3 | | <p>C = Until records are obsolete, superseded or administrative need is met.</p> <p>Record Copy may be administered in hard copy or electronically.</p> |
| <p>007 - Private Tenant Lease Contract Files This series constitutes contractual lease agreements between private tenants and the state in all state owned buildings.</p> <p>Arranged alphabetically by tenant name.</p> | H | C+6 | | <p>C = Until lease terminates or expires.</p> <p>Under AS 09.10.120 Statute of Limitations for the State is 6 years for causes of action that accrued after August 7, 1997.</p> |

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

| | | |
|---|---|---|
| <p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p> | <p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |
|---|---|---|