



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 402      Schedule No: 25-402.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 402 - ALASKA HIGHWAY SAFETY OFFICE

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.

All records series are nonconfidential. This schedule supersedes #255001.

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 4/10/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/19/07	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/1/07
State Archivist <i>Original signature held on file.</i>	Date 5/3/07	Records Analyst <i>Original signature held on file.</i> Date 4/10/07

RRDS Continuation		Agency I.D: 402	Schedule No: 25-402.1	Page 2 of 2
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Federal Project &amp; Grant Files (State Received)</b> This series consists of project and grant correspondence, agreements, billing documents, audit queries, monitoring reports, etc. The grants are closed out each year and none last more than three years.  Arranged by grant number.		C+3		C = After final voucher is submitted.  Refer also to the General Administrative Records Retention Schedule.
<b>002 - Modifications of Federal Aid Agreement:</b> These agreements consist mainly of financial changes.  Arranged by program area.		C+3		C = Until agreement is no longer valid or administrative/management need is met.
<b>003 - Annual Work Plans</b> Highway safety plans and annual work plans are submitted yearly to the federal government. The plan is part of the federal grant application.  Arranged chronologically.		PA		Annual accrual rate is less than one cubic foot.

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)	H = Hardcopy E = Electronic D = Database M = Microform	PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office
		1. Are necessary for emergency response 2. Are necessary to resume or continue operations