



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 462      Schedule No: 25-462.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 OFFICE OF THE COMMISSIONER  
 462 - CIVIL RIGHTS 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.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #250602.

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 6/15/01
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/29/01	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/8/01
State Archivist <i>Original signature held on file.</i>	Date 8/10/01	Records Analyst <i>Original signature held on file.</i> Date 6/12/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - External Complaint Files</b>                      This records series documents state contractor complaints of discrimination. Includes correspondence, investigative notes and resolution compliance documents.</p> <p>Arranged alphabetically by complainant.</p>		4		Confidential per AS 18.80.115.
<p><b>002 - Construction Contract Compliance Files</b>                      Consists of correspondence, monthly employment utilization report, contract compliance review data and compliance report.</p> <p>Arranged alphabetically by contractor.</p>		5		
<p><b>003 - Title VI Compliance Files</b>                      Internal and external routine reviews regarding compliance with the Civil Rights Act of 1964.</p> <p>Arranged alphabetically by name.</p>		3		
<p><b>004 - Support Services Contract Files</b>                      Includes request for proposal, correspondence, contract, amendments, monthly and final report.</p> <p>Arranged alphabetically by contractor.</p>		PA		Annual accrual rate is approximately two cubic feet.
<p><b>005 - Plans</b>                      Includes External EEO Assurance Plans (FHWA/FAA), Disadvantaged Enterprise Plans and Title VI plans.</p> <p>Arranged chronologically.</p>		5		EEO = Equal Employment Opportunity Office  FHWA = Federal Highway Administration  FAA = Federal Aviation Administration
<p><b>006 - Construction &amp; Consultant Project Files</b>                      Consists of Civil Rights Office reports required from prime and subcontractors.</p> <p>Arranged numerically by project.</p>		5		
<p><b>007 - Disadvantaged Business Enterprise Certification Files (Denial &amp; Inactive Files)</b>                      Consists of correspondence, affidavits and worksheets.</p> <p>Arranged alphabetically by firm.</p>		3		

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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<b>008 - Federal Highway Administration &amp; FAA Reports</b> Arranged chronologically.		PA		Annual accrual rate is less than one cubic foot.
<b>009 - Disadvantaged Business Directory</b> MS Access database accessible via the worldwide web. Includes active/inactive firms listing names, address, phone/fax numbers; and, active/inactive consultants, contractors, suppliers work categories/firms.		C	Y	C = Until obsolete, superseded or administrative/management need is met.  Disadvantaged Business Enterprise Program Authority: 49 CFR Part 26.
<b>010 - Bidder's Registration List</b> MS Access database accessible via the worldwide web.  All bidders are required to register annually with the Civil Rights Office. Apparent low bidders must submit a written commitment with each DBE firm proposed for subcontracting and prime contractors must report payments made to DBE firms on a monthly basis.		C	Y	C = Until obsolete, superseded or administrative/management need is met.

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