



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 466 Schedule No: 25-466.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

466 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - FACILITIES SECTION

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 #253702.

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 6/19/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/25/09	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 7/6/09
State Archivist <i>Original signature held on file.</i>	Date 7/20/09	Records Analyst <i>Original signature held on file.</i> Date 6/15/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Inspection Reports (Routine) Routine inspection reports include:</p> <p>Overhead/automatic doors, elevators, escalators, fire safety and preventive maintenance schedules.</p> <p>Arranged chronologically.</p>		6		Airport Safety faxes this report to Facilities.
<p>001.2 - Inspection Reports (Major) Major inspection reports include:</p> <p>Overhead/automatic doors, elevators, escalators, fire safety and preventive maintenance schedules.</p> <p>Arranged chronologically.</p>		10		Airport Safety faxes this report to Facilities.
<p>002 - Shift Supervisor's Daily Logs Logs documenting who worked where, when, and on what shift; and, name of supervisor.</p> <p>Arranged chronologically.</p>		3		Some data is entered into the Work Order System in the MMS.
<p>003 - Fire & Life Safety Monthly Report The Facilities Section receives copy from Airport Safety that documents all alarm activity.</p> <p>Arranged chronologically.</p>		2		<p>Some data is entered into the Work Order System in the MMS.</p> <p>These reports must be available for any Transportation Security Administration issues that arise.</p>
<p>004 - Key Control Files This series documents key requests and usage.</p>		3		All data is entered into the Work Order System in the MMS.

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 PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005 - Safety Meeting Records Documents safety meetings and includes sign-up sheets, videotapes, minutes, agendas, exhibits, resolutions, staff reports, indexes, tape recordings, correspondence, and other documentation relating to "Safety in the Workplace." Topics include hazards to employees and the general public, repair safety concerns, suggestions and complaints. Arranged chronologically.</p>		5		<p>This series is administered under 29 CFR 1926.21 (Occupational Safety & Health Act of 1970).</p> <p>Refer also to the General Administrative Records Retention Schedule for Personnel Administration Records.</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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">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>
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