



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 490      Schedule No: 25-490.1**

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 MAINTENANCE & OPERATIONS  
 490 - REGIONAL OFFICES

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 #251702.

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 6/7/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/14/07	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 6/29/07
State Archivist <i>Original signature held on file.</i>	Date 7/16/07	Records Analyst <i>Original signature held on file.</i> Date 6/5/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Airport Lease Files</b>                      This series documents rural airport leases relating to hangars, commercial business, concessions, etc. on state property. May include the following: applications, letters of acceptance/rejection/closure, insurance documentation, seasonal permits, plans and as-built drawings.</p> <p>Arranged by Alaska Division of Aviation (ADA) number.</p>		C+30	Y	<p>C = Until lease expires.</p> <p>Justification for "C+30" retention period: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained for longer than "C+30" years.</p> <p>Record Copy. Some information is input into a MS Access database for reporting purposes.</p>
<p><b>002 - Driveway Permits</b>                      Permits for new and/or existing driveways off state roads which allows the applicant to use the Right of Way.</p> <p>Arranged by permit number.</p>		PO	Y	<p>Record Copy.</p> <p>Some information is input into a MS Access database for reporting purposes.</p> <p>Justification for permanent retention: These documents have legal value as issues arise with property owners and other community members.</p>
<p><b>003 - Boat Harbor Management Agreements</b>                      Agreements between state and cities/boroughs in cases where the state owns the land and other entity manages it.</p> <p>Arranged alphabetically by town/city and thereunder by harbor name.</p>		C+6	Y	<p>C = After agreement expires.</p> <p>Record Copy.</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><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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<p><b>004 - Project Files</b>                      This series consists of federal and state funded projects Maintenance &amp; Operations administers covering roads, facilities, aviation and highways deferred maintenance, pavement refurbishments, harbors, service enhancements, road and bridge upgrades, etc.</p> <p>Arranged geographically by location and thereunder alphabetically by project name.</p>		C+3		<p>C = Until administrative closure of project (submittal of final billing to federal agency on Fed-Aid projects).</p> <p>Record Copy.</p>
<p><b>005 - Maintenance Management System (MMS)</b>                      This web-accessible, computer based management tool is used by 84 maintenance stations across the state to manage its transportation assets: highways, airports, bridges, ports and harbors. The system consists of five modules: Field Operations (Daily Work Rpt, Scheduling, Stockpile Mgmt), Work Status (Outstanding, Bridge Deficiency, Tracking, Reminder), Reports (Daily, Equipment, Mgmt, Status, Budget), Special Programs (Adopt-A-Highway, Contract Mgmt, Quality Assurance, Rental Equipment, Internal Budget) and Planning (Activity Plan/Standard, Material Summary, Workload Distribution).</p>		C	Y	<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>The MMS receives data support from the GIS Spatial/LRS Geospatial database and the Highway Analysis system Roadlog (Adabas).</p>
<p><b>006 - Alaska Traveler Information System (ATIS)</b>                      The Condition Acquisition and Reporting System/511 (CARS/511) traveler information system is a web-based application for reporting, monitoring, and sharing with key partners real-time situations that affect the transportation system (ferries/roads). The system deals with the acquisition, analysis, communication, presentation and use of information to assist the surface transportation traveler in moving from origin to destination in the way that best satisfies the traveler's need for safety, efficiency and comfort.</p>		C	Y	<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>M&amp;O input and monitor situations that include: emergency incidents (floods, earthquakes, avalanches); road and lane closures; construction and maintenance activities; road conditions and reports.</p>

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<p><b>007 - Road Weather Information System (RWIS)</b>                      This RWIS network is a collection of environmental sensor stations strategically located along major roadways that provide atmospheric, surface, sub-surface and imaged environmental data to display roadway conditions.</p> <p>RWIS data are available internally through ScanWeb, externally to the public via the DOT/PF public RWIS web sit and through 511 Travel in the Know. RWIS data are also transferred to the National Weather Service and the military.</p>		C	Y	<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>M&amp;O use real-time RWIS weather information for winter weather maintenance actions (safety and efficiency); winter weather maintenance efficiency (time and materials); reduced exposure to hazardous roadway conditions.</p>

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