



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: 618 Schedule No: 25-618.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

618 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - AIRPORT OPERATIONS

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 #254501.

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 2/4/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/19/09	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 2/27/09	Records Analyst <i>Original signature held on file.</i>
		Date 11/28/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Notice to Airmen (NOTAMS) This series consists of runway or ramp condition notices issued by operations safety which are disseminated to the FAA and air carriers. Other examples of NOTAM information include: runway closures, malfunctions to navigational aids, special traffic management programs, changes affecting airport arrival and departure procedures.</p> <p>Arranged numerically.</p>		4		<p>Copies are also maintained by the FAA tower and field maintenance supervisor.</p> <p>Authority: 14 CFR Part 139</p>
<p>002 - APSIN Terminal Security Officer Records This series documents airport participation in APSIN and includes applications, passwords, clearances, correspondence, logs etc.</p>		C+3		<p>C = Until password/clearance is modified or deleted.</p> <p>Confidential under Article I, Section 22 Alaska Constitution.</p> <p>APSIN = Alaska Public Safety Information Network</p>
<p>003 - APSIN Monthly Audit Forms Listing of Law Enforcement Officer requests/actions related to APSIN checks.</p> <p>Arranged chronologically.</p>		4		<p>Confidential under Article I, Section 22 Alaska Constitution.</p>
<p>004.1 - Dispatcher's Records (Logs) Logs list significant events/information.</p> <p>Arranged chronologically.</p>		6		
<p>004.2 - Dispatcher's Records (Electronic Recordings) Logs list significant events/information.</p> <p>Arranged chronologically.</p>	E	30 Days		<p>Retain substantive evidentiary recordings until all legal issues have been resolved.</p>
<p>005 - Runway Condition Reports Runway friction tests (TAPLEY/Bowmark Values) documenting braking action and braking coefficient (measured coefficient of friction between a tire and runway). Includes taxiways and ramps.</p> <p>Arranged chronologically.</p>		6		

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Airport Condition & Daily Inspection Reports Airport condition reporting complies with 14 CFR 139.339 which requires the collection and dissemination of airport condition information to air carriers. Includes, but is not limited to, the following airport conditions that may affect safe operations of air carriers: construction/maintenance activity, surface irregularities, lighting system malfunctions, unresolved wildlife hazards, etc.</p> <p>Arranged chronologically.</p>		3		The FAA inspects these reports annually under Part 139 certification. These reports are also useful for litigation and investigation.
<p>007 - Certification Inspection Records The FAA conducts annual certification inspections and issues airport operating certificates under 14 CFR 139. This records series documents compliance and includes: airport certification manual/specifications, emergency plans, snow/ice control plan, personnel training records, correspondence, letters of correction noting violations, administrative actions, policies and procedures, etc.</p> <p>Arranged chronologically.</p>		C+3	Y	C = Until records are obsolete, superseded or no longer needed for business purposes. Training and compliance records may be useful for litigation. Minimum record keeping requirements for certification records are delineated in Part 139.301 and vary between 12 - 24 consecutive calendar months. Series also consists of requirements and recommendations dealing with wildlife hazards on and around airports; airfield signing, marking, and lighting; aircraft rescue and fire fighting; fueling; snow and ice control; and, pedestrian and ground vehicle control.

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 align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>008.1 - Airport Security Program Records (Fingerprint-based Criminal History Record Checks) Badge applicant records document issuance of badges for access to controlled areas. Consists of security threat assessments, badge applicant letters, personal information sheets listing individual's full name, aliases/nicknames, employers, etc.</p>		C		<p>C = Until expiration of access authority and 180 days have passed.</p> <p>Retention Authority: Under 49 CFR 1542.209(k) these records must be maintained for 180 days after a badged person no longer retains unescorted Security Identification Display Area access. Most ID Badge records are stored in the Access Control System; however, every record is retained in paper format.</p> <p>Confidential under Article I, Section 22 Alaska Constitution.</p>
<p>008.2 - Airport Security Program Records (Badge Applicant Records/Histories, Electronic) Badge applicant records document issuance of badges for access to controlled areas. Consists of security threat assessments, badge applicant letters, personal information sheets listing individual's full name, aliases/nicknames, employers, etc.</p>		C		<p>C = Until expiration of access authority and 180 days have passed.</p> <p>Retention Authority: Under 49 CFR 1542.209(k) these records must be maintained for 180 days after a badged person no longer retains unescorted Security Identification Display Area access. Most ID Badge records are stored in the Access Control System; however, every record is retained in paper format.</p> <p>Confidential under Article I, Section 22 Alaska Constitution.</p>
<p>008.3 - Airport Security Program Records (Device Histories, Electronic)</p>		C		<p>C = Until expiration of access authority and 180 days have passed.</p> <p>Refer to 49 CFR 1542.209(k).</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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
008.4 - Airport Security Program Records (AOA Permits)		C		C = Retain AOA Permits 2 years or until expiration, whichever comes first. (New permits are issued every calendar year.)
008.5 - Airport Security Program Records (AOA Temporary Permits)		C		C = Retain AOA Temporary Permits 6 months or until expiration, whichever comes first.

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 align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--