



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 619 Schedule No: 25-619.1

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

ALASKA INTERNATIONAL AIRPORT SYSTEM

619 - TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT - ENGINEERING

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 #254601.

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 2/12/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/11/07	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 6/15/07	Records Analyst <i>Original signature held on file.</i>
		Date 1/23/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Airport Project Files Projects related to the Anchorage International Airport. Includes correspondence, plans, specifications, drawings, etc.</p> <p>Arranged alphabetically by project name within each fiscal year.</p>		C+6	Y	<p>C = Until project is concluded.</p> <p>The Ted Stevens Anchorage International Airport administers Record Copy.</p> <p>Refer to item #003, Engineering Drawings (As-Builts) & Plans.</p>
<p>002 - Engineering Maps (Original & Electronic) Consists of airport information maps, terminal drawings and other exhibits.</p> <p>The electronic file is arranged by publication or requestor; hard copy originals are chronologic.</p>		PO	Y	<p>Old maps are useful in the recollection and understanding of past circumstances regarding title, lease contract, and utilities issues; and, claims of all kinds.</p>
<p>003 - Engineering Drawings (As-Builts) & Plans Consists of hard copy as-built drawings or the latest set of plans when as-builts are unavailable.</p>		PO	Y	
<p>004.1 - Building Permiy & Utility Files (Construction As-Builts/Most Current Set of Plans) This series consists of permit applications, reviews, correspondence, and tenant construction as-builts or most current set of plans.</p> <p>Arranged numerically.</p>		PO	Y	<p>The Ted Stevens Anchorage International Airport administers Record Copy. (Leasing does not receive building permit plans).</p> <p>Total accumulation is approximately 15 cubic feet.</p>
<p>004.2 - Building Permiy & Utility Files (Applications, Reviews, Correspondence & Comments) This series consists of permit applications, reviews, correspondence, and tenant construction as-builts or most current set of plans.</p> <p>Arranged numerically.</p>		C+6	Y	<p>C = Until work is completed.</p> <p>The Ted Stevens Anchorage International Airport administers Record Copy. (Leasing does not receive building permit plans).</p>
<p>005 - Property Records Includes deeds, easements, documents regarding property rights, titles, etc. related to airport real estate.</p> <p>Arranged by tract number.</p>		PO	Y	<p>The Ted Stevens Anchorage International Airport administers 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.

Retention Key	Format Key	Bus. Ess = Business Essential
<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>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>