



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 252003

Agency ID #: 488

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF PUBLIC TRANSPORTATION & PUBLIC FACILITIES</p> <p>ALASKA INTERNATIONAL AIRPORT SYSTEM. ANCHORAGE INTERNATIONAL AIRPORT AIRPORT POLICE & FIRE</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term of Office M - After Microfilming C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #252002.

Statutory/Regulatory Authority: AS 02 (Aeronautics); Federal Aviation Regulations (FAR) Parts 1542, 1544, 139; AS 44 (State Government); AS 18 (Health & Safety).

The Ted Stevens Anchorage International Airport provides for the movement of people and goods, and the delivery of State services. The Airport Safety Section protects people and their property with the best police and firefighting professionals that perform airport rescues, firefighting, law enforcement, emergency medical technician and airfield operation services that meet FAA airport certification and security requirements.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Division Direction	State Archivist	Date	Attorney General	Date
Morton Plumb	<i>Original signature held on file.</i>	6-11-07	<i>Original signature held on file.</i>	5/24/07
Signature of Division Director	Date	Records Analyst	Commissioner of Administration	Date
<i>Original signature held on file.</i>		<i>Original signature held on file.</i>	<i>Original signature held on file.</i>	6/11/07

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS: Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and Information Technology. Airport Police & Fire staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Investigative Case Files: This series consists of law enforcement action reports and investigative workpapers for a variety of case types including: impounds, arrests, accidents, internal affairs, runaways, etc. Arranged by case number.</p>	C+6	-	-	C+6		<p>C = Until case is closed.</p> <p>Certain documents may be confidential under Article 1, Section 22 Alaska Constitution.</p>
3	<p>Watch Commander Log/Report: This series documents activity and assignments of each shift as reported by the shift supervisor. Arranged chronologically.</p>	6	-	-	6		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Inspection Reports (Security Program Checks):</p> <p>This records series documents required vehicle/badge checks according to Airport Security Program policies.</p> <p>Arranged chronologically.</p>	6 Mos.	-	-	6 Mos.		Copy sent to Facilities.
5	<p>Lost & Found Records:</p> <p>This series documents lost and found personal property. Includes logs, forms and reports.</p> <p>Arranged chronologically.</p>	1	-	-	1		
6	<p>Fire & Life Safety Monthly Reports:</p> <p>These reports are issued under Alaska National Fire Incident Reporting System (ANFIRS) guidelines for all fire service responses. Bunker coat and self-contained breathing apparatus (SCBA) checks are completed to National Fire Protection Association (NFPA) standards.</p> <p>Arranged chronologically.</p>	1	-	-	1		Copy sent to the State Fire Marshal's Office.