



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: 594 Schedule No: 12-594.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ALASKA WILDLIFE TROOPERS
 594 - AIRCRAFT 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 noted all records series are nonconfidential. This schedule supersedes #122502.

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 4/23/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/8/07	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/6/07
State Archivist <i>Original signature held on file.</i>	Date 11/15/07	Records Analyst <i>Original signature held on file.</i> Date 4/16/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Flight Logs (Yellow Copy) Aircraft Log Reports (Form #12-509) are completed by pilots at the conclusion of each flight. Current logbooks are kept in the aircraft and also track maintenance. Types of information include: aircraft number, pilot name, location, tac times, purpose, etc. Information from the logs is entered into "Airform," a Microsoft Access database.</p> <p>Arranged alphabetically by aircraft and then by flight log number.</p>		3	Y	<p>White copy kept in item #005.</p> <p>Under US FAR 91-54 maintenance and associated records are to be kept until the work has been repeated and superseded by other work or for one year after the work has been completed. Approved by the Office of Management & Budget under OMB control number 2120-0005.</p> <p>Aircraft hours are budgeted and allocated by aircraft type among the various regions of the department.</p>
<p>002 - Pilot Files This series consists of flight physicals, flight proficiency checks, medical certificates, flight authorizations and correspondence regarding flight limitations on each department pilot.</p> <p>Arranged alphabetically by pilot name.</p>		C+6	Y	<p>C = Until pilot terminates employment.</p>
<p>003.1 - Aircraft Maintenance Report This series consists of mechanics' summary of aircraft inspection which may include the following: engine, annual, gear change, 100-hour, strut forks and comments. Includes dates and hours since last overhaul.</p> <p>In the event of an airplane crash, need to retain for 2 1/2 years in case of civil litigation.</p>		C		<p>C = As long as the aircraft is in service.</p> <p>When aircraft is surplus or transferred, mechanics' maintenance files are transferred with the aircraft.</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>
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<p>003.2 - Aircraft Maintenance Report (Aircraft Destroyed) This series consists of mechanics' summary of aircraft inspection which may include the following: engine, annual, gear change, 100-hour, strut forks and comments. Includes dates and hours since last overhaul.</p> <p>In the event of an airplane crash, need to retain for 2 1/2 years in case of civil litigation.</p>		C+30 Mos.		C = Until National Transportation Safety Board (NTSB) authorizes destruction. Under 49 CFR Subtitle B, Chapter VIII, Part 830.10(d) aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the NTSB to the contrary.
<p>004.1 - Seized Aircraft Records (Returned To Owner) This series documents all actions related to the confiscation of aircraft. Files contain inventory forms listing aircraft status at time of seizure, condition of aircraft, release forms signed when returned to owner, records showing disposition of aircraft, photos and memoranda.</p> <p>Arranged chronologically.</p>		C+6		C = Until aircraft is returned to owner.
<p>004.2 - Seized Aircraft Records (Forfeited to State) This series documents all actions related to the confiscation of aircraft. Files contain inventory forms listing aircraft status at time of seizure, condition of aircraft, release forms signed when returned to owner, records showing disposition of aircraft, photos and memoranda.</p> <p>Arranged chronologically.</p>		C		C = Until aircraft is forfeited. If aircraft is forfeited, interfiled with item #005.
<p>005 - Historical Aircraft Files This series consists of aircraft acquisition records (whether purchased, transferred from another agency or forfeited through legal action) and FAA records including airworthiness certificate and registration information.</p> <p>Arranged alphabetically by aircraft and thereunder chronologically.</p>		C	Y	C = Until National Transportation Safety Board (NTSB) authorizes destruction. Under 49 CFR Subtitle B, Chapter VIII, Part 830.10(d) aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the NTSB to the contrary.

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<p>006 - Contract Work Invoices This series consists of copies of invoices and work orders for work performed by vendors who are under contract to perform maintenance repairs on department aircraft, or vendors at remote locations who perform maintenance based upon bidding for the work.</p> <p>Arranged by invoice date.</p>		3		<p>Copies are also kept within the mechanics' maintenance records (item #005) for that aircraft. Legislative Audit may have audit requirement, not to exceed 3 years, with regard to outside vendors performing certain work and the dollar value of that work.</p> <p>Under US FAR 91-54 maintenance and associated records are to be kept until the work has been repeated and superseded by other work or for one year after the work has been completed. Approved by the Office of Management & Budget under OMB control number 2120-0005.</p>
<p>007 - Shop Work Orders (Yellow Copy) This series documents repairs made to individual aircraft by Aircraft Section mechanics. Maintenance required and accomplished is delineated in narrative form, and includes a maintenance release certification with regard to airworthiness. Information is input into the "AirMaint" database.</p> <p>Arranged numerically by work order.</p>		7	Y	<p>White copy filed with aircraft maintenance records.</p> <p>Under FAA Repair Station CRS #CF4R 100M Manual, Records of Work are maintained in active file for 2 years then transferred to dead storage for 5 additional years. In the event of lawsuits challenging maintenance, retain records for 6 years after the case is settled, or until the Attorney General authorizes disposal.</p>

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