



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: 246      Schedule No: 07-246.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 DIVISION OF LABOR STANDARDS & SAFETY  
 246 - MECHANICAL INSPECTION SECTION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

All records series may contain confidential data under AS 18.60.088(b) or AS 18.60.099. This schedule supersedes #72604.

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 7/30/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/23/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 10/30/2006	Records Analyst <i>Original signature held on file.</i>
		Date 7/28/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Inspection Reports: Pressure Vessel (Original)</b>                      Authority: 8 AAC 80. May include compliance cards, tracer requests, tracer closure forms and correspondence.</p> <p>Originals are filed by state vessel number; copies are arranged chronologically.</p>	H	C+3		C = Until no longer current and there are no violations.
<p><b>001.2 - Inspection Reports: Pressure Vessel (Pink Copies, Inspector's)</b>                      Authority: 8 AAC 80. May include compliance cards, tracer requests, tracer closure forms and correspondence.</p> <p>Originals are filed by state vessel number; copies are arranged chronologically.</p>	H	C+1		C = Until next required inspection is completed, within a one to five year cycle, and there are no violations.  Inspectors use pink copy as a "desk available" work copy.
<p><b>001.3 - Inspection Reports: Pressure Vessel (Electronic)</b>                      Authority: 8 AAC 80. May include compliance cards, tracer requests, tracer closure forms and correspondence.</p> <p>Originals are filed by state vessel number; copies are arranged chronologically.</p>	E	C+3		C = Until data is obsolete, superseded, or administrative need is met.  Constitutes Record Copy for the section.
<p><b>002.1 - Inspection Reports: Elevators, Amusement Rides, Ski Lifts &amp; Tramways (Original)</b>                      Per AS 18.60.800 the MIS inspects and certifies Elevators to meet safety standards; and, 8 AAC 78 for Amusement Rides, Ski Lifts and Tramways. Inspections are performed in accordance with procedures set out in the Manual for Elevators and Escalators and 8 AAC 077 (Elevator Safety Standards). The MIS maintains a record of all inspections performed, fees collected, safety tests and data sheets.</p> <p>Arranged numerically.</p>	H	C+1		C = Until no longer current and there are no violations.

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>002.2 - Inspection Reports: Elevators (Electronic)</b>                      Per AS 18.60.800 the MIS inspects and certifies Elevators to meet safety standards; and, 8 AAC 78 for Amusement Rides, Ski Lifts and Tramways. Inspections are performed in accordance with procedures set out in the Manual for Elevators and Escalators and 8 AAC 077 (Elevator Safety Standards). The MIS maintains a record of all inspections performed, fees collected, safety tests and data sheets.</p> <p>Arranged numerically.</p>	E	C+2		C = Until data superseded, obsolete or administrative need is met. Constitutes Record Copy for the section.
<p><b>003.1 - Inspection Reports: Plumbing &amp; Electrical (Original)</b>                      Plumbing Code: 8 AAC 63. Electrical Safety Code: 8 AAC 70.</p> <p>Arranged alphabetically by city.</p>	H	3		
<p><b>003.2 - Inspection Reports: Plumbing &amp; Electrical (Workcopy - Pink)</b>                      Plumbing Code: 8 AAC 63. Electrical Safety Code: 8 AAC 70.</p> <p>Arranged alphabetically by city.</p>	H	1		
<p><b>004 - Electrical Administrator &amp; Mechanical Administrator Files</b>                      This series documents that the administrator has the proper license/insurance, is working at the right job, etc. Covers the enforcement side only.</p> <p>Arranged alphabetically by administrator.</p>		C		C = Until administrative/management need is met.
<p><b>005 - Boiler Accident Reports</b>                      This series documents the time, date, circumstances, etc. regarding boiler accidents.</p> <p>Arranged chronologically.</p>		5		

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<p><b>006.1 - Certificate of Fitness Files (Original)</b>                      A Certificate of Fitness is required for electricians, plumbers, boiler operators, blasters, painters, asbestos abatement workers, etc. This records series consists of application and training/experience documentation.</p> <p>Arranged alphabetically by name.</p>		C+2		<p>C = Until license expires.</p> <p>Justification for retention:                      Licenses are valid for two or three years, with two years after expiration to renew.</p> <p>Per Division policy examinations are destroyed after they are scored. Worksheets are disposed after applicant receives certificate.</p>
<p><b>006.2 - Certificate of Fitness Files (Electronic)</b>                      A Certificate of Fitness is required for electricians, plumbers, boiler operators, blasters, painters, asbestos abatement workers, etc. This records series consists of application and training/experience documentation.</p> <p>Arranged alphabetically by name.</p>		C		<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><b>007 - Cease &amp; Desist Orders and Logs</b>                      A cease and desist order may be issued when: a contractor violates any of the contractor licensing laws; someone performs plumbing or electrical work without a Certificate of Fitness; or, there are other code violations, etc.</p> <p>Arranged chronologically.</p>		C+3		<p>C = Until obsolete, superseded or administrative need is met.</p>
<p><b>008 - Administrative Fines Orders and Log</b>                      An administrative fine may be issued when: a contractor violates any of the contractor licensing laws; or, there are other code violations, etc.</p> <p>Arranged chronologically.</p>		C+3		<p>C = Until obsolete, superseded or administrative need is met.</p>
<p><b>009 - Variances/Recorded Agreements:</b>                      This series documents requested and granted building code variances.</p> <p>Arranged alphabetically by contractor.</p>		C+40		<p>C = Date of variance issue.</p>

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<p><b>010.1 - Hazardous Material Certificate Files (Originals)</b>                      Records series includes applications for explosive handler certificate of fitness with documentation of experience and examination results, reports, applications for a hazardous painter certificate with training documentation, applications for asbestos abatement worker certificate with training documentation, asbestos abatement plans, hazardous painters and asbestos abatement training providers information and class rosters.</p>		C/M		C = Date certificate/license expires and is not renewed.  M = Original hard copies must be microfilmed. Originals may be destroyed after microfilm is certified "true & correct."
<p><b>010.2 - Hazardous Material Certificate Files (Master Microfilm)</b>                      Records series includes applications for explosive handler certificate of fitness with documentation of experience and examination results, reports, applications for a hazardous painter certificate with training documentation, applications for asbestos abatement worker certificate with training documentation, asbestos abatement plans, hazardous painters and asbestos abatement training providers information and class rosters.</p>	M	30		Master microfilm should be held offsite in a records center.
<p><b>010.3 - Hazardous Material Certificate Files (Workcopy Microfilm)</b>                      Records series includes applications for explosive handler certificate of fitness with documentation of experience and examination results, reports, applications for a hazardous painter certificate with training documentation, applications for asbestos abatement worker certificate with training documentation, asbestos abatement plans, hazardous painters and asbestos abatement training providers information and class rosters.</p>	M	30		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>011.1 - Hazardous Material Certificate Database (Original Outputs)</b> Includes information regarding applicants for certificates as asbestos abatement workers, explosive handlers and hazardous painters.		C/M	Y	C = Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).  M = Outputs from this database are microfilmed. Originals may be destroyed after microfilm is certified "true & correct."
<b>011.2 - Hazardous Material Certificate Database (Master Microfilm)</b> Includes information regarding applicants for certificates as asbestos abatement workers, explosive handlers and hazardous painters.	M	30	Y	Master microfilm should be held offsite in a records center.
<b>011.3 - Hazardous Material Certificate Database (Workcopy Microfilm)</b> Includes information regarding applicants for certificates as asbestos abatement workers, explosive handlers and hazardous painters.	M	30	Y	

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