

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>11.01.021</b>	PAGE 1 of 6
	<b>Policy and Procedure</b>		EFFECTIVE DATE April 2, 1996	
SUBJECT <b>Records Retention</b>		SUPERSEDES DPDR 11.01.021	DATED 12/15/1993	
TITLE <b>State Equipment Fleet</b>	CHAPTER <b>General Administration</b>	APPROVED BY <p style="text-align: center;">Signature on File</p>		

**I. Purpose and Scope:**

**Introduction:**

The purpose of this procedure is to present the Records Retention Schedule published by the Department of Administration. State Equipment Fleet (SEF) records will be maintained for the minimum time frame established in schedule 251601.

**Responsibility/Performance:**

Regional/District Office Managers: Ensure that SEF records are maintained the minimum time published by Department of Administration.

Headquarter's Employees: Employees responsible for various documents will ensure that the documents are maintained for the minimum time published by the Department of Administration.

**Reference:** SEF Records Maintenance Policy 11.01.001, Department of Administration General Records Retention Schedule.

**II. Distribution:**

All holders of the Procedures Manual, SEF Equipment Fleet Manual holders, Regional/District Office Managers, Headquarter's Employees.

**III. Procedure:**

SEF documents will be maintained in accordance with Attachment A and with the records Retention Schedule published by Department of Administration.

**IV. Attachment**

Attachment A Records Retention Schedule Number 251601.

## ATTACHMENT A - RECORDS RETENTION SCHEDULE Page 1 of 5

DEPARTMENT OF EDUCATION  
Division of Libraries, Archives & Museums  
Archives and Records Management Services  
141 Willoughby Avenue  
Juneau, AK 99801-1720  
465-2276/2317 (Voice); 465-2465 (Fax)

STATE OF ALASKA

Schedule Number: 251601  
Agency Id: 509

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### RECORDS RETENTION SCHEDULE

KEY		Numerals		Years in Addition to Current Year	
A	CFY	TO	M	C	defined
- Alter Audit	- Current Fiscal Year	- Term of Office	- After Microfilming	- Current/or as defined	
- Permanent					

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
DIVISION OF ADMINISTRATIVE SERVICES  
STATE EQUIPMENT FLEET HEADQUARTERS

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

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

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records series are nonconfidential.

Statutory Authority: AS 44.42

This schedule replaces previous schedules numbered 252101 and 251600.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.	
Typed Name Division Director Ron Lind	State Archivist Ron Stewart
Signature of Division Director <i>Ron Lind</i>	Records Analyst <i>Fris Johnson</i>
Date 4-10-96	Date 4-8-96
Commissioner of Administration <i>Doreen...</i>	Attorney General <i>Donna...</i>
Date 4/19/96	Date 4/22/96

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RECORDS RETENTION SCHEDULE CONTINUATION		Schedule Number 251601		Page 2				
Item No.	Record Series Title & Description	Retention			Disposition		Agency/Id	Remarks
		Office	Records Center	State Archives	Destroy	Vital Record		
1	<b>Annual Inventory Report</b> Vehicle listing by custodian and location.	CY+3	-	-	CY+3			
2	<b>Asset inventory</b> Inventory of vehicles listed by vehicle number. Issued monthly. All 12 monthly issues are kept for the 2-year retention period.	CY+2	-	-	CY+2			
3	<b>Parts Inventory Report</b> Equipment parts are electronically filed by part number in the Equipment Management System (EMS). The inventory report is generated from the EMS.	CY+3	-	-	CY+3			

ATTACHMENT A - RECORDS RETENTION SCHEDULE

RECORDS RETENTION SCHEDULE CONTINUATION		Schedule Number	251601	Page	3	
Item No.	Record Series Title & Description	Retention			Agency/td	Remarks
		Office	Records Center	State Archives		
				Destroy	Vital Record	
4	<b>Vehicle Period Operating Reports</b> Report listing in numerical order by equipment number is issued annually. Period Operating Cost Summary is arranged in numerical order by district by class and also issued annually.	CY+5	-	-	CY+5	
5	<b>Vehicle Usage Reports</b> Reports define underutilized vehicles and lists usage by vehicle by month. Vehicle replacement data reports are printed on an as-needed basis.	CY+2	-	-	CY+2	
6	<b>Vehicle File</b> Headquarters - Maintains record copy of file. Regional Office - File transferred to new owner upon surplus. Includes receiving report, assignment/change of assignment, work orders, correspondence, damage/accident reports, copy of registration, documents referring to service, maintenance and repair. Filed by vehicle number.	C+2*			C+2*	C = Retain until vehicle is sold or scrapped. Headquarters file is held for 2 fiscal years after vehicle disposal. * If vehicle involved in fatal accident or litigation, file is kept 25 years. DPDR 11.01.020, Section III specifies retention requirements.

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RECORDS RETENTION SCHEDULE CONTINUATION		Schedule Number 251601		Page 4				
Item No.	Record Series Title & Description	Retention			Disposition		Agency/Id	Remarks
		Office	Records Center	State Archives	Destroy	Vital Record		
7	<b>Public Sales Files</b> All records of public sale of equipment fleet assets.	CY+5	-	-	CY+5		509	Record copy of file is maintained by Division of General Services.
8	<b>Fleet Review Report</b> Published annual review of fleet data and statistics.	CY+20	-	-	CY+20			Five copies are sent to the Alaska State Library. 20-year retention is administrative need for historical research.
9	<b>Equipment Management System Database</b> Electronic file of information relating to state equipment. A tape backup is prepared annually for end-of fiscal year data.	CY+5	-	-	CY+5			Recommend storing backup tapes off-site.

# State of Alaska

Department of Transportation & Public Facilities  
 PROCEDURE MANUAL

DPDR 11.01.021  
 RECORDS RETENTION  
 Effective: April 2, 1996  
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RECORDS RETENTION SCHEDULE CONTINUATION		Schedule Number	251601	Page	5	
Item No.	Record Series Title & Description	Retention			Agency/td	Remarks
		Office	Records Center	State Archives		
10	<b>General Administrative Records</b> This agency intends to follow the General Retention Schedule for all administrative records such as budget materials, fiscal records, delivery orders and other procurement records, general correspondence, etc.					SEE: General Administrative Records Retention Schedule.
		Destroy	Vital Record			