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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Dept. of Transportation, Fed. Railroad Administration

2. MAJOR SUBDIVISION
THE ALASKA RAILROAD, Pouch 7-2111, Anchorage, AK99510

3. MINOR SUBDIVISION
All offices

4. NAME OF PERSON WITH WHOM TO CONFER
A. Louise Bremner

5. TEL. EXT.
907/265-2690

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED
NOV 8 1976

JOB NO.
NC 1-322-77-1

NOTIFICATION TO AGENCY - - ^

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.

1-5-77 *James B Rhoads*
(Date) Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~two~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. + attachment of 20 pages (in quad.)

11/5/76 *A. Louise Bremner* Records Management Officer
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Attached is Alaska Railroad Comprehensive Records Schedule, Revised 11/1/76. This is an updated schedule submitted in compliance with paragraph 1(b) of GSA Bulletin FPMR B-49, 8/7/74. It incorporates the changes, deletions and additions approved in NARS job No. NC-322 76 1, dated 3/10/76 PLUS the following:		
	<u>CHANGES</u>		
4.a	<u>Report of Investigation Files</u> : Transfer to FRC after 5 years is deleted. Files will be held on ARR until eligible for destruction 10 years after closing of case.		
	<u>DELETIONS</u>		
4.b	<u>Report of Investigation Files/Copies</u> : No longer applicable. Original files are retained by Special Agents unless civil action develops and files are transferred to Chief Counsel. See item 4.a of schedule and description.		
4.d	<u>Federal Bureau of Investigation Kick back Sheets</u> : No longer part of ARR files.		
4.f	<u>OS&D Reports</u> : No longer furnished to and maintained by ARR Special Agents.		
15.	<u>Fire Department Reports</u> : No longer maintained on Alaska RR		
17.	<u>Individual Bond Records</u> : No longer maintained on Alaska RR.		
18.	<u>Annual Retirement Deduction Cards</u> : Discontinued in 1948.		
19.	<u>Retirement Record Transmittals</u> : No longer made.		
20.	<u>Employee Identification Cards</u> : No longer issued by ARR.		

Copy to Agency 1-17-7700
Copy to 10NC 1-28-7700

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<u>Electric Accounting Machine Cards (mutilated or damaged)</u>		
24.	<u>Electric Accounting Machine Punch Cards (reports)</u>		
25.	<u>Electric Accounting Machine Punch Cards (payroll):</u> No longer applicable with Railroad's computer system.		
26.	<u>Priority Ratings DO MRO:</u> Discontinued in 1953.		
27.	<u>Ship Manifests and GBL's:</u> Obsolete. File covered 1947-49.		
34.	<u>Whittier & Seward Morning Reports:</u> Obsolete; no longer made.		
67.	<u>Alaska RR Barge Operations:</u> 1948 records. Obsolete.		
68.	<u>Ocean Tow and Ocean Van Lines Case Files (Revenue):</u> 1953 files; disposal made.		
69.	<u>Steam Captains' Log (1925-32):</u> Transferred to Federal Records Center and offered to Archives. Action completed.		
71.	<u>Dormitory & Hotel Records (at location):</u> No longer applicable. RR does not maintain dormitories or hotels.		
80.	<u>Standard Clock Register:</u> Passenger & Freight agents do not maintain copies.		
87.	<u>IBM Revenue Listings:</u> No longer made.		
98.	<u>Electric Accounting Machine Punch Cards:</u> No longer used.		
	<u>ADDITION</u>		
109.	FRA Track Inspection Reports (control 414): DESTROY one year from date of report. These reports are used for controlling work programs and content of the reports is acted on currently. Federal law requires they be maintained for one year from date of the report. Since their value ceases after action has been taken, this retention period will satisfy administrative and operational requirements.		

THE ALASKA RAILROAD
COMPREHENSIVE RECORDS SCHEDULE (Revised 11/1/76)

Item
No.

Description of Item and Disposition

PROGRAM AND ADMINISTRATIVE MANAGEMENT RECORDS

1 Wage Schedules and Union Agreements (control 39):

- a. Record copy. PERMANENT. Transfer to FRC 5 years after expiration of agreement. Offer to National Archives 15 years thereafter.
- b. Duplicate copies. DESTROY after contract expiration.

Original file of wage schedules and working agreements with the several craft and trade unions representing Alaska Railroad employees. These files are correspondence, minutes, studies and signed agreements setting forth wage rates and specifying working agreements for all Alaska Railroad employees. They are retained as evidence of the personnel management and pay policies of The Alaska Railroad. The record copies are maintained by the Personnel department.

2 Authority for Expenditures (AFE's) (controls 226, 227):

- a. Original working file reference copy. DESTROY 10 years after completion of project or when no longer of any administrative usefulness, whichever is sooner.
- b. All others. DESTROY when 1 year old.

3. Back Overtime Records (controls 59, 319):

DESTROY 5 years after claims have been paid; TRANSFER to FRC 2 years after settlement.

These are records accumulated by the Personnel department in the computation and filing of back overtime pay claims. These records are correspondence, time and attendance records and tabulations of hours worked by ARR employees during the years 1934-1945. Because of the 40-hour work week laws, these employees claimed back overtime pay for all hours worked over 40 in each week. Retention period is sufficient to satisfy fiscal audit purposes after payment of the claim.

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4 Report of Investigation Files (controls 17, 21):

- a. Original investigative case files. DESTROY 10 years after closing of file.
- b. (Deleted)
- c. (Deleted)
- d. (Deleted)
- e. Special Agents' reports. DESTROY 18 months after date of report.
- f. (Deleted)

These records include all reports made by the Railroad Special Agents relative to their investigation of accident cases and incidents concerned with the protection of Railroad property and/or merchandise in the custody of the Railroad. These files are purely investigative and do not contain subsequent actions. Should a civil action (tort claim) develop, the complete file is forwarded to the Railroad's Chief Counsel for handling of the case to final disposition and eventual disposal of the file.

The Special Agents' reports are concerned with daily activities of the security force and have no long term value.

The indicated retention periods are sufficiently long to satisfy any administrative, legal, fiscal and investigative values to the government.

5 (Deleted)

6 General Ledgers (control 176):

DESTROY when 10 years old.

These are the centralized fiscal records, showing debit and credit entries, summarizing the financial transactions of The Alaska Railroad.

7 Alaska Engineering Commission Records 1910-1923 (control 322, 324, 334 341):

PERMANENT. TRANSFER to FRC; offer to National Archives at earliest date.

These are correspondence, reports, press releases, newspaper articles and engineering records of the Alaska Engineering Commission,

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predecessor organization to the Alaska Railroad. Their retention is justified on the premise that they contain material of historical value that document the procedures, policies and operations of the Commission.

8 Land Files (control 12):

- a. Land ownership files. RETAIN on site for life of The Alaska Railroad, ~~then~~
destroy.
- b. Land lease files. RETAIN on site as long as administrative need exists; DESTROY thereafter.

The Real Estate land ownership files contain copies of Executive Orders and Public Land Orders which set aside Federal lands for use by the Railroad. (PLOs are issued by the Dept. of Interior, Bureau of Land Management; are published in the Federal Register; and can be found in BLM records.) For convenience, these copies are separated into folders by geographic location and are referred to regularly.

The Railroad has authority to lease land for commercial development. The justification for keeping land lease files on site is to show a chain of title to the property, particularly in regard to the improvements, since no requirements exist for the public recording of Railroad land leases.

9 Tort Claim Files (control 10):

DESTROY after all legal claim time limits are fulfilled and/or after case is closed and administrative need no longer exists.

These are case records of tort claims paid by the Alaska Railroad, filed in the office of the Chief Counsel. They consist of investigations, decisions, correspondence, and voucher copies documenting the settlement and payments or rejection of Federal tort claims.

10 Railroad News (control 321):

PERMANENT. TRANSFER to FRC when 10 years old; offer to National Archives when 25 years old.

This is the master file of the ARR News, official employee publication of the Alaska Engineering Commission during the period 1916-1920. It is retained for its research value and as evidence of early personnel relations, activities and accomplishments.

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11 Railroad Pass, Meal and/or Lodging Pass Files (controls 3, 190, 391):

DESTROY 3 years after issue date.

Records of issuance, loss and cancellation. These records document the processing of annual and trip passes for free transportation and meals and/or lodging, on the ARR, request for free transportation on other railroads, and the loss and cancellation of these passes. The records are retained for a period sufficient to satisfy administrative and audit requirements.

12 Internal Audit Records (control 68):

- a. Original copy. TRANSFER to FRC when report is 5 years old; DESTROY when 10 years old.
- b. Copies. DESTROY 5 years after date of audit report.

These are audit papers and correspondence relative to the internal functions and operations of the Railroad's revenue collections and cash handling procedures, agent ticket sales, inventories, and the safe-keeping of funds.

13 Fiscal Accounting Reports (control 71)

- a. Original copies. DESTROY when 10 years old.
- b. Information copies. DESTROY 1 year from date of report.

Listing of Reports:

- Estimated Revenues and Expenses
- Payroll Comparison Report
- Narrative Report
- Agents' Uncollected Balances
- Management Improvement Program
- Force Report
- Federal Employees' Group Life Insurance
- Analysis of Freight Tonnage
- Balance Sheet
- Company Messhouse Operations
- Detail of Rail Line Revenue Freight Traffic
- Expenditures & Retirements on Account of AFE's
- Financial Report - Accounts Receivable, Commercial Traffic
 - Accounts Receivable, Other Govt.
 - Anchorage Disbursements
 - Purchase Order Obligations
 - Material Issues & Stores Inventory
- Operating Expenses by Primary Accounts
- Revenue Freight Commodity Statistics
- Record of Train, Motor Car & Locomotive Miles
- Statement of Rolling Stock & Misc. Equip. Rec.
- Unadjusted Debits - Govt. Claims
- Medical Association - Report of Income & Expenses

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The primary purpose of these various reports is to document the financial condition of the Railroad and the status of its allotted funds.

14 Property Accounting Reports (control 93):

- a. Reports of number changes. DESTROY after 10 years.
- b. Reports of survey. DESTROY after 5 years.
- c. All other reports. DESTROY after 10 years.
- d. Duplicates. DESTROY 1 year after date of report.

These records include surveys, transfers, progress and completion reports and retired equipment and equipment number change reports maintained by the Accounting department. Retention for periods indicated will satisfy administrative, fiscal, legal or investigative requirements.

15 (Deleted)

16 Payment Record Cards (control 84-2):

DESTROY 6 years after final entry on cards.

These are index and payment record cards maintained by Voucher Section, Accounting department, listing in alphabetical order payments made to contractors and suppliers. They are cross indexed to the schedule of payment file. The retention period is sufficient to satisfy all administrative, legal, fiscal, and investigative requirements of the government.

- 17 (Deleted)
- 18 (Deleted)
- 19 (Deleted)
- 20 (Deleted)

21 Check Delivery Receipts (control 81):

DESTROY after 1 year.

These are individual and multiple check delivery receipts recording handling and receipt of payroll and voucher checks. Retention period state will satisfy administrative requirements.

22 Unclaimed and Undelivered W-2 Forms (control 49):

DESTROY 1 year after close of tax filing date.

These are employee copies of W-2 Form (Tax Withholding Statements) not delivered to employee due to lack of mailing address or unclaimed.

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Because a copy of this form is furnished the Internal Revenue Service, the undeliverable copy, if held for period stated, will discharge the Railroad's responsibility to its employees.

- 23 (Deleted)
- 24 (Deleted)
- 25 (Deleted)
- 26 (Deleted)
- 27 (Deleted)

28 Reading Files:

DESTROY 1 year after date.

These are copies of outgoing correspondence and interoffice memoranda. They are used for reference guides and as finding media. Because they are duplicates of the original record which is retained for appropriately longer periods of time, these files are of short term value only.

TRAIN OPERATION RECORDS

29 Dispatcher's Records (control 207):

- a. Train Sheets. DESTROY after 3 years.
- b. Train Order Books. DESTROY after 5 years.
- c. Train Consists and Daily Car Report. DESTROY after 1 year.

These are operating records of daily train movements and contain operational data of reference use to management. The retention period stated will satisfy all operational requirements.

30 Accident Reports (control 200, 208):

- a. Original report. DESTROY after 10 years. TRANSFER to FRC 5 years after accident investigation is closed.
- b. (Deleted)
- c. All other copies. DESTROY after 1 year.

These are reports of all types of accidents occurring on the Railroad including investigation reports, disciplinary actions taken, etc. They are retained in the Operations division long enough to satisfy the statute of limitations for claims against the government.

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31 (Deleted)

32 Operational Directive Files (control 193):

- a. Operations Series. PERMANENT. TRANSFER to FRC when 10 years old.
Offer to National Archives when 20 years old.
- b. All other series. DESTROY when obsolete.

These are operating and administrative directives and orders. The period stated is intended to insure the retention of a complete set of the operational series of directives originated by the Division of Operations.

33 Report of Passengers Handled (control 195):

DESTROY all copies 6 months after date of report.

The informational content is of transitory value since it is contained in other statistical data.

34 (Deleted)

35 Situation Report (control 199):

DESTROY all copies 6 months after date of report.

This is a report used to transfer instructions on train movements and train orders between train dispatchers. It informs the next dispatcher on duty of orders received by the previous dispatcher. The informational value of the report is shortlived due to its current operational nature.

36 Conductors' Time and Delay Reports (control 205):

DESTROY all copies 1 year after date of report.

The contents of this report are acted on currently. The report covers all delays and incidents occurring during each conductor's run. The records have short term value due to their current operational nature.

37 Telegraphers' Transfer Sheets (control 209):

DESTROY all copies 6 months after date of report.

This is a record of messages sent by each dispatcher and is used to notify the Chief Dispatcher and relieving dispatcher of each message sent. Purpose of the report has been served after period indicated.

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38 Standard Clock Performance (control 211):

DESTROY all copies 1 year after date of report.

This is a report on clock performance at each station. The information is of short term value and is used as a control only. Retention period stated will satisfy all operational needs.

39 Locomotive Speed Recordings (control 237):

DESTROY 90 days after date of recording.

These are tape recordings of locomotive speeds by mile for each run. Information is of short term value and is used as control only. In case of accident, recording becomes part of case file covering investigation. The retention period stated will satisfy all operational requirements.

RAILROAD AND BUILDING: ENGINEERING, CONSTRUCTION, MAINTENANCE RECORDS

40 Original Drawing and Sketch Files (control 262):

PERMANENT. Offer to National Archives when no longer needed for technical reference.

These records include field notes, diaries, profiles, elevations, specifications and final drawings of roadway, buildings, bridges and culverts. They are retained because of their technical value and because they document the design, construction and maintenance of the Railroad's physical properties.

41 Inspection Reports (control 263):

DESTROY 2 years after date of report.

These are work reports and contents are acted on currently. Because they are used for controlling work programs and structure improvement, their value ceases shortly after action has been taken. Retention period stated will satisfy administrative and operational requirements.

42 Maintenance of Way and Structures Files (control 264):

- a. Bridge and Culvert Files
- b. Inspection Reports on Bridges, Section Houses, Structures, Right-of-Way

DESTROY when no longer needed for technical reference.

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These records document the reports, studies, authorizations, valuations and other pertinent data and correspondence on maintenance of way and structures on the Railroad.

43. Engineers' Working Files (control 265):

DESTROY 2 years after completion of project.

These are departmental working files kept by maintenance of way, bridge and building, and engineering personnel. They are composed of reference material, engineering data, work assignment, copies of blueprints, drawings, and specifications. They constitute duplicative material contained in the official files.

44. Working Copies of Blueprints & Maps - Communications (control 280):

a. Original Copies. DESTROY 5 years after scrapping, replacement or other disposal of equipment covered.

b. Duplicates. DESTROY when obsolete.

These are radio and telephone equipment prints, maps and circuit schematics covering the Railroad's Communications facilities. They are retained as evidence and documentation of the telegraphic and telephone rights of way and routings.

45. Log Books - Communications (control 282):

DESTROY 5 years after date of last report.

These are daily reports of work accomplished and trouble reports, and record trouble life of equipment and damage to lines. Retention period will satisfy operational requirements.

OPERATING EQUIPMENT REPAIR AND MAINTENANCE RECORDS

46. Drawings, Prints and Tracings (control 225):

PERMANENT. Offer to National Archives when no longer required for technical reference.

This is the original file of drawings, prints and sketches of shops, equipment and rolling stock. These records document the structural and technical layout of shops, and the mechanical and technical features of equipment and rolling stock. They are a source of technical information and useful for historical and research purposes.

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47 (Deleted)

48 Car Number Assignment Record (changes) (control 231):

DESTROY 1 year after date.

These are copies of records documenting the authorization and official action taken to convert a piece of Railroad equipment and as a result change the serial number and classification of the equipment. The changes are reflected in Property Accounting Reports, item 14a.

49 Car Repair Cards (control 232):

DESTROY 3 years after date of last repair.

This is an operational record used to order repairs and support billings for reimbursement of repair charges. It is of short term value and is held long enough to satisfy administrative, legal, fiscal and operational needs.

50 Car Inspections, Mechanical and Electrical (controls 233, 234):

DESTROY all copies 1 year after inspection.

This is a file of bad order car inspections and serves as the basis for performing needed repairs, adjustments and maintenance. Its value ceases after repairs have been made.

51 Car and Equipment Maintenance (controls 220, 223):

DESTROY 1 year after retirement of equipment.

This is a card record file covering each piece of major Railroad equipment, stationary and rolling. It furnishes maintenance cost, replacement data and overall performance. The retention period is sufficient to satisfy operational and reporting requirements.

FREIGHT AND PASSENGER TRAFFIC RECORDS

52 Records Documenting the Movement of Revenue Freight (controls 99, 105, 121, 131, 259):

- a. Baggage Waybills
- b. Interline Waybills (incoming)
- c. Interline Waybills (outgoing)
- d. Local Waybills

Item
No.

- DESTROY originals after 3 years.
- DESTROY duplicates 2 years after completion of delivery.

These documents record the detail of all revenue shipments handled by the Railroad, dates, description, weight, freight charges and how shipped, the original copy of which is maintained by the Revenue Section, Accounting department. The retention period is sufficient to allow for freight claims and GAO site audit. Pertinent information is recorded on a waybill abstract which is part of the Accountable Officers' accounts and becomes a General Accounting Office record.

- e. Waybill (Railroad owned property) (control 112). DESTROY all copies 1 year after completion of delivery.

This document records the movement of Railroad owned equipment and materials. There is no revenue involved; the form is used for accountability and statistical purposes only. Period specified is sufficient to satisfy those requirements.

53 Auditors' Corrections (control 111):

- a. Revenue Section Copy. DESTROY after 3 years.
- b. All other copies. DESTROY after 2 years.

These are revenue auditors' formal notices of corrections to freight and passenger accounts maintained by the freight and passenger agents. They correct errors and discrepancies found in freight bill audits. The primary purpose of the notice has been served after the period indicated with allowances for GAO site audit and administrative requirements.

54 Commodity Statistics (control 108):

- a. Final statistical report. PERMANENT. Transfer to FRC when 10 years old; offer to National Archives when 25 years old.
- b. Work papers and preliminary computations. DESTROY 1 year after date of project.

These are the statistical studies on tonnage by commodities used as a basis for arriving at equitable freight rates. The material is developed from analysis of waybills. The final statistical report serves as evidence to justify the rates and classifications established.

Item
No.

55 Over Without Billing Notice (control 113):

- a. Revenue Section copy. DESTROY 3 years after action.
- b. Duplicate copies. DESTROY 2 years after action.

This form notifies Revenue Section of the receipt of freight not covered by a formal waybill. The primary purpose of the Notice is to establish documentation for the freight, and it has served this purpose after the period indicated. Retention period allows for GAO site audit and meets administrative requirements.

56 Scale Sheets (control 114):

- a. Revenue Section copy. DESTROY after 3 years.
- b. All other copies. DESTROY after 2 years.

These are the listings of weights by car and form the basis for computing the freight charges for merchandise hauled on a tonnage rate. After recording and verifying the weights to the waybill, the listings have no further value. The period specified is sufficient to allow for GAO site audit and meets administrative requirements.

57 Baggage and Storage Reports (control 119):

- a. Revenue Section copy. DESTROY 3 years after date of report.
- b. All other copies. DESTROY 2 years after date of report.

These reports document the revenue received from parcel and baggage storage fees. The period specified is sufficient to allow for GAO site audit and meet administrative requirements.

58 Transportation Tax Report (control 127):

DESTROY Revenue Section copy 1 year after date of payment.

This is copy of tax payment voucher and is retained for reference only. The record is with the Schedule of Payments. Retention is sufficient to satisfy administrative and fiscal requirements.

Item
No.

59 Train and Ship Baggage Reports (controls 126, 130):

- a. Revenue Section copy. DESTROY 1 year after date of report.
- b. Claim Agent's copy. DESTROY 1 year after date of report.
- c. All other copies. DESTROY 9 months after date of report.

This is listing of baggage received and delivered by each baggageman. Its primary purpose is to furnish evidence of baggage handling for claim verification purposes. The retention period stated allows for the legal freight and baggage claim filing period of 9 months.

60 Ticket Inventory and Issue Record (controls 191, 192):

- a. Inventory record book. DESTROY 5 years after last entry.
- b. Ticket receipts. DESTROY after clearing.

These are essentially the inventory accounting records of ticket stock.

61 Freight and Passenger Circulars (controls 241, 242):

- a. Master file. PERMANENT. Offer to National Archives when no longer needed for reference.
- b. All other copies. DESTROY when obsolete.

These instructions document the issuance of special and/or one time tariff rates to shippers of commodities for which published tariffs do not exist. They document and establish the Traffic division's operational policies and establish freight rates.

62 Tariff Files (controls 245, 246, 247):

- a. Master set. PERMANENT. Offer to National Archives when no longer needed for reference.
- b. Working copies. DESTROY 5 years after publishing tariff.
- c. Docket files. PERMANENT. Offer to National Archives when no longer needed for reference.

These are the official published freight rates and passenger fares, establishing the rate structure throughout the history of the Railroad. They contain correspondence, results of statistical surveys, hearings and final published tariffs. They are valuable because of their legal, fiscal, historical and research information.

Item
No.

63 River Boat Delivery & OS&D Reports (control 254):

- a. Claim Agent's copy. DESTROY 3 years after date of preparation.
- b. All other copies. DESTROY 2 years after date of preparation.

These records document the delivery of riverboat freight and all overages, shortages and damaged freight. They have value for claim verification purposes and additional retention period is provided to allow for claim processing time.

64 Reference Material (control 256):

- a. Claim Agent's copies. DESTROY 18 months after date of final document.
- b. Duplicate copies. DESTROY 9 months after date of final document.

These records are used to verify vessel arrival and departure times and to check cargo plans for claim verification purposes. They have value during the legal claim filing period of 9 months only. The additional retention period is provided to allow for claim processing time.

65 Local Rail and Boat Files (controls 257, 258):

DESTROY 18 months after date of final document.

These files document the handling of all local and interline freight by the ARR. They record all overages, shortages and damaged freight. Their primary purpose has been served after the legally allowable time for filing a freight claim has expired. The period stated provides for claim processing time.

66 Claim Register (control 260):

DESTROY 10 years after date of last entry.

This is the numerical and alphabetical register in which are recorded the dates of receipt, action and date of settlement of all freight claims filed. The primary purpose of the register is research and work measurement. Retention period stated will satisfy these requirements.

- 67 (Deleted)
- 68 (Deleted)
- 69 (Deleted)

Item
No.

70 Mess House Records - at location (control 342):

DESTROY 2 years after date of last actions.

These records include correspondence, requisitions, mess house inventories, meal statements, registers, cash book and remittance advices. They duplicate the records maintained in the general office which are kept for appropriately longer periods. The retention period stated will satisfy all administrative, legal, fiscal, investigative and operational requirements.

71 (Deleted)

PASSENGER AND FREIGHT AGENTS' RECORDS

72 Monthly Reports - Passenger and Freight Agent (Balance Sheets) (control 377):

DESTROY 3 years after filing report

73 Cash Book (control 362):

DESTROY 5 years after last entry

74 Yard Checks (control 344):

DESTROY 1 year after date of last yearly check

75 Daily Car Record (control 345):

DESTROY 1 year after date of last yearly check.

76 Dead Head and Railroad Property Waybills (controls 346, 379):

DESTROY 1 year after date of last yearly waybill

77 Local, Interline and Baggage Waybills (Incoming and Outgoing), Station and Cashier's Copy (controls 372, 373, 381):

DESTROY 2 years after date of last yearly waybill

78 Registered Package Waybills (control 348):

DESTROY 1 year after date of last yearly waybill

Item
No.

- 79 Waybill Register (Pro Book) (control 349):
DESTROY 5 years after date of last entry
- 80 (Deleted)
- 81 General Correspondence (control 351):
DESTROY all but essential items after 1 year
- 82 Car Repair Records (control 352):
DESTROY 1 year after date of last yearly repair
- 83 Freight Checking and Tracing Records (control 353):
DESTROY 1 year after date of last yearly tracer
- 84 Wheel Reports (control 354):
DESTROY 30 days after date of report
- 85 Demurrage Records (control 361):
DESTROY 3 years after date of last yearly report
- 86 River Boat Loading Records (control 363):
DESTROY 3 years after date of last yearly entry
- 87 (Deleted)
- 88 Train Registers (control 367):
DESTROY 3 years after last entry
- 89 Incoming and Outgoing Messages (control 368):
DESTROY 6 months after transmission date
- 90 OS&D Reports (control 369):
DESTROY 18 months after date of report

Item
No.

91 Scale Ticket and Weight Slips (control 370):

DESTROY 18 months after date of last yearly weight slip

92 Waybill Abstracts (control 371):

DESTROY 3 years after date of last yearly abstract

93 Wagon Slip Deliveries (control 376):

DESTROY 1 year after date of last yearly delivery

94 Daily and Monthly Reports of Ticket Sales (control 378):

DESTROY 2 years after date of last yearly report

95 Government Bills of Lading (control 380):

DESTROY 2 years after date of last yearly document

96 Switch Lists (control 382):

DESTROY 2 years after date of last yearly document

97 Train Orders (control 383):

DESTROY 6 months after date

These records shown in items 72 through 97 are maintained by Station Agents at various locations. They are the record of daily operations and business transactions covering passenger and freight services furnished to the general offices, and their retention for periods indicated will satisfy all administrative, legal, fiscal, investigative and operational requirements, since the General Office copies are held for appropriately longer periods.

98 (Deleted)

ALASKA RAILROAD SEATTLE OFFICE

99 Form ARR 1822, Van, Unit Rail Box, Thermo-King Unit Inspection Report (control 404):

DESTROY after 10-year retention period. Transfer to FRC after 5 years.

Item
No.

This form notes damage to the units as they pass over dock. Copies furnished Seattle office bear notations as to repairs and are used as reference and evidence in event of claims. The retention period is ample to satisfy the statute of limitations for claims against the Government and allow for claim processing time.

100 Invoices and Work Orders Covering Repair to Unit Rail Boxes and Thermo-King Units (control 405):

DESTROY after 10 year retention period; transfer to FRC periodically.

These documents represent the only complete file covering work performed on Unit Rail Boxes and Thermo-King Units. The retention period is sufficient to satisfy the statute of limitations for claims against the Government and allow for claim processing time.

101 Form ARR 1896, Report of Loaded Unit Rail Boxes (control 406):

MAINTAIN 1 year plus current year; DESTROY annually thereafter.

This form is prepared by the Seattle office, abstracting the number of Unit Rail Boxes and cargo weights handled by connecting water carriers. Retention period will satisfy administrative requirements.

PROGRAM AND ADMINISTRATIVE MANAGEMENT RECORDS

102 The Railbelt Reporter and The Railbelt (control 407):

- a. Railbelt Reporter master file. PERMANENT. Transfer to FRC when 10 years old; offer to National Archives when 25 years old.

This is master file of the printed publication, issued by Office Services and Management Services branches, which served as the Railroad's official employee news publication from June 1949 through June 1972.

- b. Railbelt master file. PERMANENT. Transfer to FRC when 10 years old; offer to National Archives when 25 years old.

This is master file of in-house publication, issued by Office of the General Manager, serving as official employee news organ beginning July 1972.

Item
No.

OPERATING EQUIPMENT REPAIR & MAINTENANCE RECORDS

103 Locomotive Cab Cards (control 408):

DESTROY after six years.

These cards are kept in the locomotives by Motive Power & Equipment (Mechanical) branch, and monthly inspections are made and posted thereon. Originals are forwarded to Federal Railroad Administration, Department of Transportation, Washington, D. C., at six-month intervals. Retention period for copies kept by Alaska Railroad will satisfy administrative requirements and legal time limits.

104 Work Reports on Railroad Equipment (control 409):

DESTROY six years after date of report.

These reports consist of varied Alaska Railroad forms and cover work performed in the various shops of the Motive Power & Equipment branch on all types of railroad equipment. The reports are kept in the shops where the work is done. Since the information could be of value in possible court cases, the reports are retained long enough to satisfy administrative needs and legal time limits.

PROGRAM AND ADMINISTRATIVE MANAGEMENT RECORDS

105 Summary Statement of Operations (control 410):

PERMANENT. Transfer to FRC 10 years after date of report; offer to National Archives when 20 years old.

This report serves in lieu of an annual report and is issued after the close of each fiscal year. It consists of three parts: Statement of Assets & Liabilities, Summary Statement of Income & Expense, Summary Statement of Operations. Summary of financial activities and economic condition of Railroad is valuable for historical and research purposes.

106 Monthly Financial Statement (control 411):

PERMANENT. Transfer to FRC by fiscal years 10 years after close of FY; offer to National Archives 20 years after close of FY.

This monthly report contains statement of assets & liabilities, accounts receivable & payable, retained earnings, comparative summary statement of revenue & expense, comparative statements of operating revenue, nonoperating income, operating expenses, nonoperating expenses. Retention justified for detailed financial history and audit requirements.

Item
No.

107 Records of General Manager (control 412):

- a. Correspondence/case files. ^{PERMANENT.} TRANSFER to FRC when not active for 5 years or when no longer required for reference; offer to National Archives when 20 years old.

These files are maintained in Headquarters files and deal with functions, policies, public relations, programs and decisions of General Manager and his executive staff. They consist of subject case files, many of which do not readily lend themselves to fiscal year cut-off dates. Valuable sources of information and reference on operation and administration of the agency.

- b. Administrative publications master file. PERMANENT. Transfer to FRC 5 years after updating or cancellation; offer to National Archives 10 years thereafter.

ARR Orders are issued by the General Manager to issue directives, proclaim policy, circulate general information. Distribution is to ARR supervisory personnel and, in some cases, to all personnel. They replace former directives which were variously titled Administrative Memorandums, Administrative Orders, General Circulars.

108 External Reports (copies) (control 413):

DESTROY 10 years from date of report or when further administrative need no longer exists, whichever is earlier.

These are reports issued monthly, quarterly, biannually or annually by the Office of the General Manager to meet the requirements of Dept. of Transportation, Federal Railroad Administration, Civil Service Commission, Dept. of Treasury, Internal Revenue Service, Dept. of Labor, State of Alaska, etc.

RAILROAD AND BUILDING: ENGINEERING, CONSTRUCTION, MAINTENANCE RECORDS

109 FRA Track Inspection Reports (control 414):

DESTROY 1 year from date of report

These reports are used for controlling work programs and their content is acted on currently. Federal law requires they be maintained for one year from date of the report. Since their value ceases shortly after action has been taken, this retention period will satisfy administrative and operational requirements.

NOTE: Control numbers, following each item, indicate records inventory control sheets for Alaska Railroad internal use.

Above disposal procedures approved by National Archives & Records Service
Job No. II-NNA, 1911; Job No. NN-164-61; Job No. NN-164-139; Job No. NC-322-76-1