

FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: NC-322-76-001

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

Federal responsibility for The Alaska Railroad terminated upon its transfer to the State of Alaska, January 5, 1985.

Date Reported: 07/23/2020

FEDERAL ENTITY CEASED OPERATIONS

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. RR Administration

2 MAJOR SUBDIVISION

The Alaska Railroad, Pouch 7-2111, Anchorage, AK 99510

3 MINOR SUBDIVISION

All Offices

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

A. Louise Bremner, Adminis. Assistant 907/265-2690

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

JAN 05 1976

JOB NO

NC-322-76-1

NOTIFICATION TO AGENCY

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

3-10-76 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 ~~four~~ Page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified + attachment (in quad.)

12/24/75

Date

(Signature of Agency Representative)

General Manager

(Title)

7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

ALASKA RAILROAD COMPREHENSIVE RECORDS SCHEDULE, Revised, to comply with records scheduling requirements of GSA Bulletin FPMR B-49 (job number NC-322-76-1)

CHANGES

A copy of subject schedule is attached with recommended revisions, underscored, for all items previously stating "Disposal Not Approved" (i.e. items not previously proposed for disposal, specifically 1a, 2a, 4c, 4d(2), 5a, 6, 7, 8a, 9, 10, 12a, 13a, 14a, 14c, 29a, 30b(1), 31a, 32a, 40, 42a, 42b, 44a, 46, 47, 48, 54a, 60a, 61a, 62a, 62c, 69)

ADDITIONS

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 organ from June 1949 through June 1972. (Estimated 1/2 cu. ft.)

RG-322, 38 ITEMS

Copy to Agency & Seattle 3-12-76 ON

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
	<p>b. Railbelt master file: <u>PERMANENT. Transfer to FRC after 10 years. Offer to National Archives when 25 years old.</u></p> <p>This is master file of in-house publication, issued by Office of the General Manager, serving as official employee news organ beginning July 1972.</p>		
103. (Control 408)	<p>Locomotive Cab Cards:</p> <p>DESTROY after six years.</p> <p>These cards are kept in the locomotives by Motive Power and Equipment (Mechanical) Branch, and monthly inspections are made and posted thereon. The originals are forwarded to the Federal Railroad Administration, Dept. of Transportation, Washington, D.C., at six-month intervals, covering January thru June and July thru December. Retention period for copies kept by Alaska Railroad will satisfy administrative requirements and legal time limits.</p>		
104. (Control 409)	<p>Work Reports on Railroad Equipment:</p> <p>DESTROY six years after date of report.</p> <p>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 can be of value in possible court cases, the reports are to be retained long enough to satisfy administrative needs and legal time limits.</p>		
105. (Control 410)	<p>Summary Statement of Operations:</p> <p><u>PERMANENT. Transfer to FRC 10 years after date of report. Offer to National Archives when 20 years old.</u></p> <p>This serves in lieu of an annual report and is issued after close of each fiscal year. Consists of three parts: Statement of Assets & Liabilities, Summary Statement of Income and Expense, Summary Statement of Operations. Summary of financial activities and economic condition of Railroad is valuable for</p>		

~~historical and research purposes.~~

Four copies, including original, to be submitted to the National Archives

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
106. (Control 411)	Monthly Financial Statement: <u>PERMANENT. Transfer to FRC by fiscal years 10 years after close of FY; to Archives 20 years after close of FY.</u> This monthly report contains st. of assets and liabilities, accts. receivable and payable, retained earnings, comparative summary st. of revenue and expense, comparative statements of operating revenue, nonoperating income, operating expenses, nonoperating expense. Retention justified because of detailed financial history & audit requirements.		
107. (Control 412)	Records of General Manager: a. Correspondence files <u>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.</u> These files are maintained in Headquarters Files and deal with functions, policies, public relations, programs and decisions of the General Manager and his executive staff. They consist mainly of subject case files, many of which do not lend themselves readily to fiscal year cut-off dates. They are valuable sources of information and reference on the operation and administration of the agency. b. Administration publications master file. <u>PERMANENT. Transfer to FRC 5 years after updating or cancellation. Offer to National Archives 10 years thereafter.</u> 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. (Est. Vol. 1/2 cu. ft.)		
108. (Control 413)	External Reports: (copies) <u>DESTROY 10 years from date of report or when further administrative need no longer exists, whichever is earlier.</u> These are reports issued monthly, quarterly, biannually, or annually by the Office of the General Manager to meet		

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
	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.		

ALASKA RAILROAD
COMPREHENSIVE RECORDS SCHEDULE

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
<u>PROGRAM AND ADMINISTRATIVE MANAGEMENT RECORDS:</u>			
(39)	1.	Wage Schedules and Union Agreements:	
	a.	Record copy. <u>PERMANENT. Transfer to FRC 5 years after expiration of agreement. Offer to National Archives 15 years thereafter.</u>	
	b.	DESTROY duplicates after contract expiration.	Disposal Approved
<p>Original file of wage schedules and working agreements with the several craft and trade unions, American Federation of Labor. These files are correspondence, minutes, studies and signed agreements setting forth wage rates and specifying working agreements for all Alaska Railroad employees. These files are retained as evidence of the personnel management and pay policies of The Alaska Railroad. The headquarters record copies are maintained by the Personnel Dept.</p>			
(226) (267)	2.	Authority for Expenditures (AFE&S)	
	a.	Original working file reference copy. <u>DESTROY 10 years after completion of project or when no longer of any administrative usefulness, whichever is sooner.</u>	
	b.	All others. <u>DESTROY when 1 year old.</u>	
<p>These are authorities for expenditure of funds involving capital investment to perform maintenance, construction and special projects, and to retire equipment and structures. The retention of the original copy justifies disposal of all duplicate copies after one year with the exception of interested department where copy is retained as working file for future projects.</p>			
(59) (319)	3.	Back Overtime Records:	Disposal Approved
		DESTROY 5 years after claims have been paid - TRANSFER to FRC 2 years after settlement.	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		These are records accumulated by the Personnel Dept. in the computation and filing of back over-time 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 are claiming back overtime pay for all hours worked over 40 in each week. The retention period is sufficient to satisfy Fiscal Audit purposes after payment of the claim.	
(17,19, 20,21, 22)	4.	Report of Investigation Files:	
	a.	DESTROY original investigative case files 10 years after closing of case - TRANSFER to FRC after 5 years.	Disposal Approved
	b.	DESTROY copies retained by Special Agent after 5 years.	Disposal Approved
		Investigative records not part of the case file include:	
	c.	Fingerprint card file	<u>To be deleted from rev. schedule. Discontinued (Employee prints become part of OPF.)</u>
	d.	Federal Bureau of Investigation Kickback Sheets -	
	1.	Copies not interfiled with finger print cards. Dispose when administrative need ceases.	Disposal Approved
	2.	All others	<u>File w/investigative c files (Item 4.a.)</u>
	e.	Special Agents' Reports - DESTROY 18 months after completion of assignment.	Disposal Approved
	f.	OS&D Reports - DESTROY AFTER 6 months.	Disposal Approved
		These records included all reports made by the Special Agents relative accident cases and incidents concerned with the protection of Railroad property and merchandise in the custody of of the Railroad. These files are purely investigative, do not contain subsequent actions or final disposition of case. Original Special Agents Report and case file is forwarded to Railroad	

<u>Control</u> <u>No.</u>	<u>Item</u> <u>No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		Counsel and General Manager, where criminal or civil action is started. The case is retained for 10 years in the headquarters file which is adequate and justifies the disposal of duplicative material after 5 years. The indicated retention periods are sufficiently long to satisfy any administrative, legal, fiscal and investigative values to the government.	
(314)	5.	Employee Compensation Records:	
	a.	1916 to 1/1/47 records. (41 cu. ft.) <u>Transfer to FRC. DESTROY when 65 years old.</u>	
		These records of employee injuries and subsequent claim for compensation contain correspondence and accident report forms. A record of these claims was not filed with the Dept. of Labor, Bur. of Employee's Compensation. Records subsequent to 1/1/47 have been sent to Dept. of Labor.	
	b.	DESTROY copies sent to Dept. of Labor 3 years after separation of employee. (Records subsequent to 1/1/47)	<u>To be deleted from rev. schedule since these copies are filed in and become part of Official Personnel Folders.</u>
(176)	6.	General Ledgers:	
		<u>DESTROY when 10 years old.</u>	
		These are the centralized fiscal records summarizing the financial transactions of the Alaska Railroad.	
(322, 324, 334, 341)	7.	Alaska Engineering Commission Records 1910-1923. <u>PERMANENT. Transfer to FRC. Offer to National Archives at earliest date.</u>	
		These are correspondence, report, press releases, newspaper articles and engineering records of the	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		Alaska Engineering Commission, predecessor organization to the ARR. Their retention is justified on the premise that they contain material of historical value that document the procedure, policy and operations of the Commission.	
(12)	8.	Land Files:	
	a.	Land ownership files. <u>RETAIN on site for life of Alaska Railroad, then destroy.</u>	
	b.	Land lease files. <u>RETAIN on site as long as administrative need exists, and DESTROY thereafter.</u>	
		The Real Estate land ownership files contain <u>copies</u> 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, Bur. 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.	
(10)	9.	Tort Claim Files:	
		<u>DESTROY after all legal claim time limits are fulfilled and/or after case is closed and administrative need no longer exists.</u>	
		These are case records of tort claims paid by the ARR, filed in the Office of Counsel. They consist of investigations, decisions, correspondence and voucher copies documenting the settlement and payments or rejection of Federal tort claims.	
(321)	10.	Railroad News:	
		<u>PERMANENT. Transfer to FRC when 10 years old.</u> <u>Offer to National Archives when 25 years old.</u>	
		This is master file of the ARR News, the official employee publication on 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 of the ARR.	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(3,190 391)	11.	Railroad Pass and Meal and/or Lodging Pass Files: 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, requests 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.	Disposal Approved
(68)	12.	Internal Audit Records a. Original copy Transfer to FRC when report is 5 years old. DESTROY when 10 years old. b. DESTROY copies 5 years after date of audit report.	Disposal Approved.
		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.	
(71)	13.	Fiscal Accounting Reports: a. Original copies DESTROY when 10 years old. b. DESTROY information copies 1 year from date of report	Disposal Approved.
		<u>Listing of Reports:</u> Estimated Revenues and Expenses Payroll Comparison Report Narrative Report Agent's Uncollected Balances Management Improvement Program Force Report Federal Employees' Group Life Insurance Analysis of Freight Tonnage Balance Sheet Commissary Messhouse Operations	

<u>Control</u> <u>No.</u>	<u>Item</u> <u>No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		Detail of Rail Line Revenue Freight Traffic	
		Expenditures & Retirements on Account of AFEIS	
		Financial Report	
		Financial Report - Accounts Receivable, Commercial Traffic	
		Financial Report - Accounts Receivable, Other Gov't.	
		Financial Report - Amortization Disbursements	
		Financial Report - Purchase Order Obligations	
		Financial Report - Material Issues & Stores Inventory	
		Operating Expenses by Primary Accounts	
		Revenue Freight Commodity Statistics	
		Record of Train, Motor Car & Locomotive Miles	
		Statement of Rolling Stock & Miscellaneous Equip. Rec.	
		Unadjusted Debits - Government Claims	
		Medical Association - Report of Income & Expenses	

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

(93) 14. Property Accounting Reports.

- a. Reports of number changes
DESTROY after 10 years.
- b. Reports of Survey
DESTROY after 5 years. Disposal Approved
- c. All Other Reports.
DESTROY after 10 years.
- d. DESTROY duplicates 1 year after date of report. Disposal Approved.

These records include surveys, transfers, progress and completion reports and retired equipment and equipment number changes reports maintained by the Accounting Division. The reports are used to record property accounting information. Retention for the periods indicated will satisfy administrative, fiscal, legal, or investigative requirements.

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(317)	15.	Fire Department Reports:	
		a. DESTROY Watchman's Clock Dials after 3 months.	Disposal Approved
		b. DESTROY Activity Report after 3 yrs.	Disposal Approved
		<p>These reports are maintained by the Safety Dept. and document the guarding and fire protective activities of The ARR fire dept. The clock dials record night watchman's stops at designated stations by punching a paper dial in his clock. The Clock dials have a transitory value and their need ceases to exist after the period indicated. The activity report has a longer retention value due to the information content concerning daily activity of firemen and fires on ARR Property.</p>	
(84-2)	16.	Payment Record Cards:	Disposal Approved
		DESTROY 6 yrs. after final entry on cards.	
		<p>These are index and payment record cards maintained by Voucher Section, Accounting Div. 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.</p>	
(84-5)	17.	Individual Bond Records:	Disposal Approved
		DESTROY 3 years after expiration of coverage.	
		<p>These are original copies of fidelity and indemnity bonds procured by ARR employees. The file is maintained in the Voucher Section and is comprised of correspondence, applications and copies of approved bonds. They are retained for a period sufficient to protect the interest of the government and to satisfy the needs of GAO and internal audit should a bond claim develop.</p>	
(33, 58)	18.	Annual Retirement Deduction Cards:	Disposal Approved
		DESTROY	
		<p>These are records of totalized annual and monthly retirement deductions. The records are no longer maintained and are located in the Personnel Dept.</p>	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		The information contained on the cards is duplicated in the individual Retirement Deduction Card (Form CSC 2806). The retention of a copy of the Form 2806 justifies disposal of these card records.	
(53)	19.	Retirement Record Transmittals: DESTROY /6 months after mailing date. Because the informational content of these transmittals is not susceptible to official use for any purpose other than the intended use of recording the transfer of the Retirement Cards to the Civil Service Commission by the Personnel Dept., their value to the Railroad ceases after the period stated.	Disposal Approved
(82)	20.	Employee Identification Cards: DESTROY when administrative need ceases. These are duplicate copies of The ARR identification card issued to each employee by the Personnel Dept. when hired. This copy is used for signature verification and further identification of employees. The card serves no other administrative, legal, or fiscal purpose and is considered to be of little additional value for signature verification.	Disposal Approved
(81)	21.	Check Delivery Receipts: DESTROY AFTER 1 YEAR These are individual and multiple check delivery receipts recording handling and receipt of payroll and voucher checks. Retention period stated will satisfy administrative requirements.	Disposal Approved
(49)	22.	Unclaimed and Undelivered W-2 Forms: 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. Because a copy of this form is furnished the Internal Revenue Dept., the undeliverable copy if held for the period stated will discharge the Railroad's responsibility to its employees.	Disposal Approved

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(136)	23.	Electric Accounting Machine Punch Cards (Mutilated and Damaged)	Disposal Approved
		DESTROY	
		Due to damage, these cards cannot be reproduced in their present form. The informational content of the cards consists of one time projects and reports, is of short value and is duplicated in tabulated form. The cards have no further administrative, legal or fiscal value. They are presently stored in the Safety Building.	
(138) (139) (140) (141)	24.	Electric Accounting Machine Punch Cards: (Reports)	
		a. Form 1356 (Cost Distribution Estimate - DESTROY 30 days after preparation of report.	Disposal Approved
		b. IBM 5081 Card (Accounts Receivable) - DESTROY 30 days after preparation of report.	Disposal Approved
		c. IBM 5081 Card (Passenger Car Mileage) - DESTROY 30 days after preparation of report.	Disposal Approved
		d. Form 1735 (Car Accounting Statistics Card) - DESTROY 30 days after preparation of report.	Disposal Approved
		e. Form 1401 (Check Register Card) - DESTROY 30 days after preparation of report.	Disposal Approved
		Because the primary purpose of these punch card forms is to prepare reports in tabulated form they have only temporary value, the period of retention is sufficient to permit re-runs of the tabulated reports and meet administrative requirements.	
(142) (137) (143) (144) (145)	25.	Electric Accounting Machine Punch Cards: (Payroll)	
		a. Form 1356 (Payroll Distribution Card) - DESTROY 1 year after year in which prepared.	Disposal Approved
		b. Form 1357 (Net Pay and Earnings to Date Card - Blue Stripe) DESTROY 2 years after payroll audit.	Disposal Approved

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		c. Form 1357 (Net Pay and Earnings to Date Card - Gray Stripe) DESTROY 1 year after year in which prepared.	Disposal Approved
		d. Form 1486 (Payroll Deduction Misc. Card) - DESTROY 30 days after end of pay period.	Disposal Approved
		e. Form 1358 (Income Tax and Retirement Deduction Card) - DESTROY 30 days after end of pay period.	Disposal Approved

These punch cards are retained for a period sufficient to permit reconstruction of payroll distributions, and of tax, retirement and miscellaneous deductions. They are of temporary value because the information has been converted into tabulated form and is available in the payroll records.

(290)	26.	Priority Ratings DO MRO: DESTROY	Disposal Approved
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These are records maintained by the Stores Div. during the controlled priority rating program for Strategic and Critical Materials. The program was discontinued in 1957 and the value of the records has ceased to exist.

(396)	27.	Ships Manifests and GBL'S: DESTROY	Disposal Approved
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This is reference material used by the Seattle Representative during the period 1947-1949, its contents are of no further value from a research, administrative, legal, fiscal, or investigative standpoint.

	28.	Reading Files: DESTROY 1 year after date.	Disposal Approved
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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.

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
<u>TRAIN OPERATION RECORDS</u>			
(207)	29.	Dispatcher's Records:	<u>Previously approved for disposal after 3 years so Job 11-NN-3627, dated 1/29/62.</u>
	a.	Train Sheets	Disposal Approved.
	b.	Train Order Books - DESTROY after 5 years.	Disposal Approved.
	c.	Train Consists and Daily Car Report - DESTROY after 1 year.	Disposal Approved.
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.			
(200) (208)	30.	Accident Reports:	
	a.	DESTROY original report after 10 years - TRANSFER to FRC 5 years after accident investigation is closed.	Disposal Approved.
	b.	Safety Department Copy:	<u>To be deleted from rev schedule, not kept separately from item 30a. (Employee injury record kept in OPF.)</u>
	1.	If injury results	<u>Disposal Approved.</u>
	2.	If injury does not result - DESTROY after administrative need ceases.	
	c.	DESTROY all other copies after 1 year.	Disposal Approved.
These are reports of all types of accidents occurring on the Railroad. They are retained in the Operations Dept. long enough to satisfy the 10 year statute of limitations for claims against the government.			
(188)	31.	OS Statistical Report:	<u>To be deleted from rev. sched. Earlier reports disposable 10 years after date.</u>
	a.	RETAIN master copy.	
	b.	DISPOSE all duplicates after 1 year.	Disposal Approved.
This is an operational report which reflects the passenger and freight mileage, mile tonnage and other pertinent statistical data necessary to the economical and efficient operation of a railroad.			

Control No.	Item No.	Description of Item	Action Taken
(193)	32.	Operational Directive Files.	
	a.	Operations Series <u>PERMANENT. Transfer to FRC when 10 years old. Offer to National Archives when 20 years old.</u>	
	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 Department of Operations.	Disposal Approved.
(195)	33.	Report of Passengers Handled:	
		DESTROY all copies 6 months after date of report.	Disposal Approved.
		This serves as a feeder report to the Operat- ions statistical report. The informational con- tent is of transitory value since it is contained in the final statistical report.	
(198)	34.	Whittier and Seward Morning Reports:	
		DESTROY all copies 1 year after date of report.	Disposal Approved.
		This is a report of ships in port, number of trains leaving and tonnage hauled from the Ports of Whittier and Seward. The informational content of the report is operational in nature and has served its purpose after the period stated.	
(199)	35.	Situation Report:	
		DESTROY all copies 6 months after date of report.	Disposal Approved.
		This is a report used to transfer instructions on train movements and train orders between train dis- patchers. It informs the next dispatcher on duty of orders received by the previous dispatcher. The informational value of the report is short lived due to its current operational nature.	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(205)	36.	Conductors' Time and Delay Report: DESTROY all copies 1 year after date of report.	Disposal Approved.
		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 the current operational nature of the report.	
(209)	37.	Telegraphers' Transfer Sheets: DESTROY all copies 6 months after date of report.	Disposal Approved
		This is a record of messages sent by each dispatcher and is used to notify the Chief Dispatcher and the relieving Dispatcher of each message sent. The purpose of the report has been served after the period indicated.	
(211)	38.	Standard Clock Performance: DESTROY all copies 1 year after date of report.	Disposal Approved.
		This is a report on clock performance at each station, the information is of short term value and is used as a control only. The retention period stated will satisfy all operational needs.	
(237)	39.	Locomotive Speed Recordings: DESTROY 90 days after date of recording.	Disposal Approved.
		These are tape recordings of locomotive speeds by mile for each run. The 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.	
<u>RAILROAD AND BUILDING: ENGINEERING, CONSTRUCTION MAINTENANCE RECORDS</u>			
(262)	40.	Original Drawing and Sketch Files. <u>PERMANENT. Offer to National Archives when no longer needed for technical reference.</u>	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		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.	
(263)	41.	Inspection Reports: Work Reports - DESTROY 2 years after date of report.	Disposal Approved.
		The content of these reports is acted on currently. Because they are used for controlling work programs and structure improvement their value ceases shortly after action has been taken. The retention period stated will satisfy administrative and operational requirements.	
(264)	42.	Maintenance of Way and Structures Files: a. Bridge and Culvert Files b. Inspection Reports on Bridges, Section Houses, Structures and Right-of-Way <u>DESTROY when no longer needed for technical reference.</u>	
		These records document the reports, studies, authorizations, valuations and other pertinent data and correspondence on maintenance of way and structures on the Railroad.	
(265)	43.	Engineers' Working Files: DESTROY. 2 years after completion of project.	Disposal Approved.
		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 file.	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(280)	44.	Working Copies of Blueprints & Maps - Communications	
	a.	Original copy. <u>DESTROY 5 years after scrapping, replacement or other disposal of equipment covered.</u>	
	b.	DESTROY duplicate when obsolete. These are radio and telephone equipment prints, maps and circuit schematics covering the Railroad's Communication Facilities. They are retained as evidence and documentation of the telegraphic and telephone rights of way and routings.	
(282)	45.	Log Books:-Communicationse	
		<u>DESTROY 5 years after date of last report.</u> Disposal Approved. These are daily reports of work accomplished and trouble reports, and record trouble life of equipment and damage to lines. The retention period will satisfy operational requirements.	
		<u>OPERATING EQUIPMENT REPAIR AND MAINTENANCE RECORDS</u>	
(225)	46.	Drawings, Prints and Tracings:	
		<u>PERMANENT. Offer to the National Archives when no longer used for technical reference.</u> This is 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	
(229)	47.	Apprenticeship Program:	
		This is the record of the apprenticeship and craft training program conducted in the Motive Power and Equipment (Mechanical) Dept. They provide summary documentation of personnel training programs and procedures in the crafts and trades employed on the Railroad and form the basis for establishing the rates of pay.	<u>To be deleted from rev. schedule. Required info. found in union agreements (Item 1a) and in OPF file of individual employees.</u>

Car Number Assignment Record (changes)

(231)

48.

DESTROY 1 year after date.

These are copies of record 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.

Car Repair Cards:

(232)

49.

DESTROY 3 years after date of last repair. Disposal Approved.

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.

Car Inspections, Mechanical and Electrical:

(233)

50.

DESTROY all copies 1 year after inspection. Disposal Approved.

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

Car and Equipment Maintenance:

(220)

51.

DESTROY 1 year after retirement of equipment. Disposal Approved.

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

Records Documenting the Movement of Revenue Freight:

a. Baggage Waybills

Disposal Approved

b. Interline Waybills (Incoming)

Disposal Approved

(99,105, 52,
121,131,
259)

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item"</u>	<u>Action Taken</u>
		c. Interline Waybills (Outgoing)	Disposal Approved
		d. Local Waybills	Disposal Approved

DESTROY headquarters copy after 3 years.

DISPOSE duplicate copies 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 Division. 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) Disposal Approved

DESTROY all copies 1 year after completion of delivery.

(112)

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. The period specified is sufficient to satisfy those requirements.

(111)

53. Auditors' Corrections:

a. DESTROY Revenue Section copy after 3 yrs. Disposal Approved

b. DESTROY all other copies after 2 yrs. Disposal Approved.

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.

(108) 54.

Commodity Statistics:

a. Final statistical report.
PERMANENT. Transfer to FRC when
10 years old. Offer to National
Archives when 25 years old!

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		b. DESTROY work papers and preliminary computations 1 year after date of project.	Disposal Approved.
		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.	
(113)	55.	Over Without Billing Notice:	
		a. DESTROY Revenue Section copy 3 years after action.	Disposal Approved
		b. DESTROY duplicate copies 2 years after action.	Disposal Approved.
		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. The retention period allows for GAO site audit and meets administrative requirements.	
(114)	56.	Scale Sheets:	
		a. DESTROY Revenue Section copy after 3 yrs.	Disposal Approved.
		b. DESTROY all other copies after 2 yrs.	Disposal Approved.
		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.	
(119)	57.	Baggage and Storage Reports:	
		a. DESTROY Revenue Section copy 3 years after date of report.	Disposal Approved
		b. DESTROY all other copies 2 years after date of report.	Disposal Approved

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		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.	
(127)	58.	Transportation Tax Report:	
		DESTROY Revenue Section copy 1 year after date of payment	Disposal Approved
		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 serve administrative and fiscal requirements.	
(130) (126)	59.	Train and Ship Baggage Reports:	
	a.	DESTROY Revenue Section copy 1 year after date of report.	Disposal Approved
	b.	DESTROY Claim Agent's copy 1 year after date of report.	Disposal Approved
	c.	DESTROY all other copies 9 months after date of report.	Disposal Approved
		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.	
(191) (192)	60.	Ticket Inventory and Issue Record:	
	a.	Inventory record book. <u>DESTROY 5 years after last entry.</u>	
	b.	Ticket receipts. DESTROY after clearing.	Disposal Approved.
		These are essentially the inventory accounting records of ticket stocks.	

Control No.	Item No.	Description of Item	Action Taken
(241) (242)	61.	Freight and Passenger Circulars:	
	a.	Master file. <u>PERMANENT. Offer to the National Archives when no longer needed for reference.</u>	
	b.	DESTROY all other copies as obsoleted.	Disposal Approved.
		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 Department's operational policies and establish freight rates.	
(245) (246,247)	62.	Tariff Files:	
	a.	Master set. <u>PERMANENT. Offer to the National Archives when no longer needed for reference.</u>	
	b.	Working copies - DESTROY 5 years after publishing tariff.	Disposal Approved.
	c.	Docket files. <u>PERMANENT. Offer to the National Archives when no longer needed for ref.</u>	
		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.	
(254)	63.	River Boat Delivery and OS&D Reports:	
	A.	DESTROY Claim Agent's copy 3 years after date of preparation.	Disposal Approved
	b.	DESTROY all other copies 2 years after date of preparation.	Disposal Approved
		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.	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(256)	64.	Reference Material:	
	a.	DESTROY Claim Agent's copies 18 months after date of final document.	Disposal Approved
	b.	DESTROY duplicates 9 months after date of final document.	Disposal Approved
		These records are used to verify steamship 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. Additional retention period is provided to allow for claim processing time.	
(257) (258)	65.	Local Rail and Boat Files:	
		DESTROY 18 months after date of final document.	Disposal Approved
		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.	
(260)	66.	Claim Register:	
		DESTROY 10 years after date of last entry - TRANSFER to FRC after 5 years.	Disposal Approved
		This is the numerical and alphabetical register, register in which is 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. The retention period stated will satisfy these requirements.	
(100)	67.	Alaska Railroad Barge Operations:	
		DESTROY. 3 years after date of last action.	Disposal Approved.
		These are revenue accounting records covering shipping transactions by Alaska Railroad contracted barges during a two month period in 1948 due to a West Coast Longshoremen strike. The retention	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		ion period is long enough to satisfy the 10 yr. statute of limitations covering possible claims against the government for other than freight damage since the last action occurred in 1948. Full documentation of the operation is contained in the program files.	
(135)	68.	Ocean Tow and Ocean Van Lines Case Files (Revenue):	
		DESTROY 8 years after date of last action- TRANSFER to FRC after 3 years.	Disposal Approved
		These files contain correspondence, shipping and collection material covering a one year period (1953). This operation has been discontinued and further retention of the records is for possible claim action. The period stated is sufficient to cover such possibilities within the 10 year statute of limitations. Full documentation of the operation is contained in the program files.	
(375)	69.	Steam Captains' Log (1925-32):	
		<u>PERMANENT. Transfer to FRC. Offer to National Archives when 20 years old.</u>	
		These are daily logs maintained by ship captains of the steamer boats hauling freight into the Yukon Territory. Their retention is justified due to their historical value.	
(342)	70.	Mess House Records (at location):	
		DESTROY 2 years after date of last actions.	Disposal Approved
		These records include correspondence, requisitions, mess house inventories, meal statements, registers, cash book and remittance advices. They duplicate the record maintained in the general office which are retained for appropriately longer periods. The retention period stated will satisfy all administrative, legal, fiscal, investigative and operational requirements.	
(343)	71.	Dormitory and Hotel Records (at location):	
		DESTROY 2 years after date of last actions.	Disposal Approved
		These records include lodging registers, laundry check sheets, remittance advice, cash book, hotel	

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
		registers, reports, registry cards and requisitions. They duplicate the records maintained in the general office which are retained for appropriately longer periods. The retention period stated will satisfy all administrative, legal, fiscal, investigative and operational requirements.	
		<u>PASSENGER AND FREIGHT AGENTS' RECORDS</u>	
(377)	72.	Monthly Reports - Passenger and Freight Agent (Balance Sheets):	
		DESTROY 3 years after filing report.	Disposal Approved
(362)	73.	Cash Book:	
		DESTROY 5 years after last entry.	Disposal Approved
(344)	74.	Yard Checks:	
		DESTROY 1 year after date of last yearly check.	Disposal Approved
(345)	75.	Daily Car Record:	
		DESTROY 1 year after date of last yearly check.	Disposal Approved
(346, 379)	76.	Dead Head and Railroad Property Waybills:	
		DESTROY 1 year after date of last yearly waybill.	Disposal Approved
(373, 372, 381)	77.	Local, Interline and Baggage Waybills (Incoming and Outgoing), Station and Cashier's Copy:	
		DESTROY 2 years after date of last yearly waybill.	Disposal Approved
(348)	78.	Registered Package Waybills:	
		DESTROY 1 year after date of last yearly waybill.	Disposal Approved
(349)	79.	Waybill Register (Pro Book):	
		DESTROY 5 years after date of last entry.	Disposal Approved

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(350)	80.	Standard Clock Register:	
		DESTROY (Prepare in original only)	Disposal Approved
(351)	81.	General Correspondence:	
		DESTROY all but essential items after 1 yr.	Disposal Approved
(352)	82.	Car Repair Records:	
		DESTROY 1 year after date of last yearly repair.	Disposal Approved
(353)	83.	Freight Checking and Tracing Records:	
		DESTROY 1 year after date of last yearly tracer.	Disposal Approved
(354)	84.	Wheel Reports:	
		DESTROY 30 days after date of report.	Disposal Approved
(361)	85.	Demurrage Records:	
		DESTROY 3 years after date of last yearly report.	Disposal Approved
(363)	86.	River Boat Loading Records:	
		DESTROY 3 years after date of last yearly entry.	Disposal Approved
(365)	87.	IBM Revenue Listings:	
		DESTROY 1 year after date of report	Disposal Approved
(367)	88.	Train Registers:	
		DESTROY 3 years after last entry.	Disposal Approved
(368)	89.	Incoming and Outgoing Messages:	
		DESTROY 6 months after transmission date.	Disposal Approved
(369)	90.	OS&D Reports:	
		DESTROY 18 months after date of report.	Disposal Approved

<u>Control No.</u>	<u>Item No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
(370)	91.	Scale Ticket and Weight Slips: DESTROY 18 months after date of last yearly weight slip.	Disposal Approved
(371)	92.	Waybill Abstracts: DESTROY 3 years after date of last yearly abstract.	Disposal Approved
(376)	93.	Wagon Slip Deliveries: DESTROY 1 year after date of last yearly delivery.	Disposal Approved
(378)	94.	Daily and Monthly Reports of Ticket Sales: DESTROY 2 years after date of last yearly report.	Disposal Approved
(380)	95.	Government Bills of Lading: DESTROY 2 years after date of last yearly document.	Disposal Approved
(382)	96.	Switch Lists: DESTROY 2 years after date of last yearly document.	Disposal Approved
(383)	97.	Train Orders: DESTROY 6 months after date.	

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

Note: Numbers in parentheses indicate records inventory control sheets for ARR use.

APPRAISAL REPORT

Disposal Job No. II-NNA-1911

Approved:

Items 1b, 2b, and c, 5b, 8b, 12b, 13b, 14d, 28, 31b, 44b, 61b and 62b because (1) the original forms, reports and correspondence (item 28) or record copies of them will be retained permanently by the Alaska Railroad or for periods of time deemed adequate to protect all Agency interests; and (2) the duplicate copies proposed for disposal will possess no further administrative, informational, reference or other values sufficient to warrant their continued preservation after the expiration of the specified retention periods.

Items 3, 11, 14b, 15a and b, 19, 21, 22, 29b, and c, 30a, b(2) and c, 32b, 33-39, 41, 43, 45, 49-51, 52e, 70-97 because (1) it has been determined by the Agency that these routine operating, housekeeping and minor administrative records will have served all reference, statistical, fiscal and management needs of the Railroad within the specified retention periods for the reasons outlined by the Agency in the schedule, an appraisal with which we concur; (2) the records appear to possess no administrative value for other Government agencies; and (3) they clearly have no historical or other research values sufficient to warrant their continued preservation after Agency needs have been served.

Items 4a, b, d(1), e and f because the retention periods specified for these report of investigation files and related papers are adequate to satisfy all administrative, fiscal and legal requirements of the Government, particularly since (1) the records in question do not reflect actions taken subsequent to the investigation or the final disposition of the case; and (2) the fingerprint card file (item 4c) and all FBI kick back sheets interfiled with the fingerprint cards (item 4d(2)) will be retained by the Agency. The records proposed for disposal clearly possess no historical or other research values sufficient to justify their preservation after Agency requirements have been satisfied.

Items 16, 17, 52a-d, 53a and b, 56a and b, 57a and b, 58, 59a-c, 60b, 63a and b, 64a and b, and 65-68 because these routine fiscal and accounting documents will be retained for periods of time that are entirely adequate to serve all administrative, control and internal audit purposes of the Agency, to protect the interests of the Government in connection with possible claims, and to satisfy General Accounting Office auditing requirements. Documentation of the barge and ocean tow operations described in items 67 and 68, which may be of potential research significance, is contained in retained program files of the Railroad.

Items 18, 20, 26 and 27 because these routine administrative and control records (most of which are no longer maintained) have served the temporary reference, legal and management purposes for which they were created and do not possess any historical, research or other values sufficient to warrant their continued preservation. All information of possible long-range administrative and reference utility contained in these records (items 18 and 23) is duplicated in other records of the Agency which will be retained for appropriately longer periods of time.

Items 24a-e, 25a-e and 54b because these records, which consist of work papers and preliminary computations, utilized in the preparation of certain tabular and statistical reports, will have exhausted their temporary administrative, fiscal and reference values within the specified retention periods and will then possess no historical or other research significance sufficient to warrant their continued preservation.

Disapproved:

Items 1a, 2a, 4c and 4d(2), 5a, 6, 7, 8a, 9, 10, 12a, 13a, 14a, and c, 29a, 30b(1), 31a, 32a, 40, 42a and b, 44a, 46-48, 54a, 60a, 61a, 62a and c, and 69 because the records covered by these items have not been proposed for disposal by the Agency.

Appraised by: /s/ Jane F. Smith 1-11-56

Approved for the Archivist: /s/ Oliver W. Holmes 1-11-56
Chief Archivist
Natural Resources Records Branch

ADDENDUM TO ARR COMPREHENSIVE RECORDS SCHEDULE

<u>Control</u> <u>No.</u>	<u>Item</u> <u>No.</u>	<u>Description of Item</u>	<u>Action Taken</u>
<u>BRANCH OF ACCOUNTING - IBM Section</u> (Job# NN-164-61)			
	98.	Electric Accounting Machine Punch Cards	
(399)	a.	Expenditure Ledger and Summary Cards ARR Form 1847 - Retain for current year. DESTROY after close of each fiscal year.	Disposal Approved
(400)	b.	Automotive Vehicle Expense Cards ARR Form 1847 and IBM 5081 - Retain for current year. DESTROY after close of each fiscal year.	Disposal Approved
(401)	c.	Material Control Card - ARR Form 1923 DESTROY 1 year after preparation of reports.	Disposal Approved
(402)	d.	Freight Revenue and Commodity Statistic Card, ARR Form 1770 - Retain for current year. DESTROY after close of each fiscal year.	Disposal Approved
(403)	e.	IBM Punched Cards Replaced by Updated Cards - DESTROY 30 days after cards are replaced.	Disposal Approved.
Because the primary purpose of these punch card forms is to prepare reports in tabulated forms, they have only temporary value. The period of retention is sufficient to permit re- runs of the tabulated reports and to meet administrative requirements.			
<u>ALASKA RAILROAD SEATTLE OFFICE</u> (Job# NN-164-139)			
(404)	99.	Form ARR 1822 - Van, Unit Rail Box, Thermo-King Unit Inspection Report	
		DESTROY after 10-year retention period Transfer to FRC after 5 years.	Disposal Approved
This form notes damage to the units as they pass over Seward Dock. Copies furnished Seattle Office bear notations as to repairs and are used as reference and evidence in event of claims.			

Control No.	Item No.	Description of Item	Action Taken
		The retention period is sufficient to satisfy the 10-year statute of limitations for claims against the Government.	
(405)	100.	Invoices and work orders covering repair to Unit Rail Boxes and Thermo-King Units	
		DESTROY after 10-year retention period. Transfer to FRC periodically.	Disposal Approved
		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 10-year statute of limitations for claims against the Government.	
(406)	101.	Form ARR 1896 - Report of Loaded Unit Rail Boxes	
		MAINTAIN one year plus current year. DESTROY annually thereafter.	Disposal Approved
		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.	

THE ALASKA RAILROAD

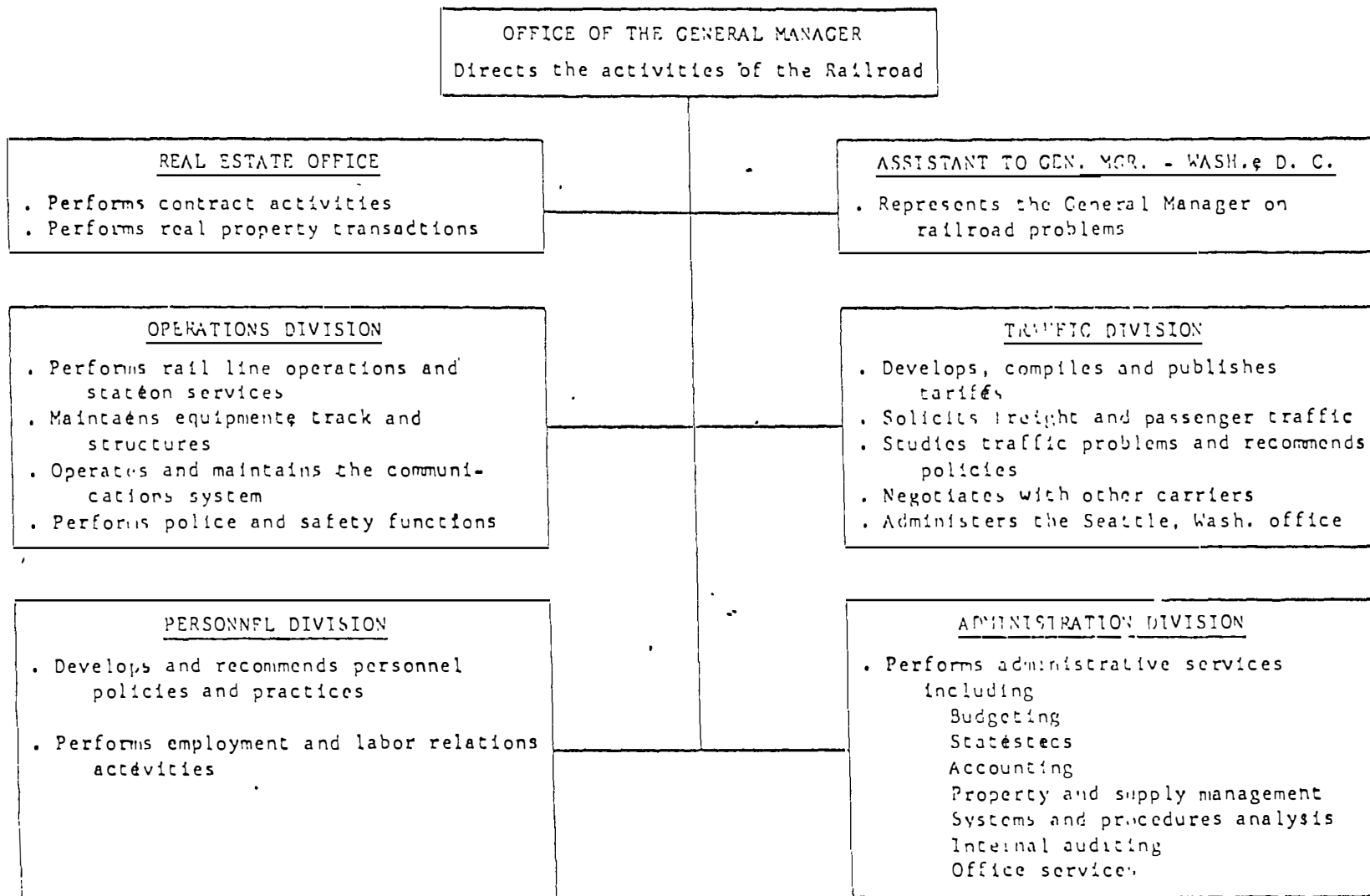


FIGURE 11-2

SCHEDULED ITEMS

Item 1a. The Alaska Railroad has dealt with trade union representatives on the basis of negotiated and signed labor agreements for a period of more than 53 years. The record copy of such wage scale and union agreements should therefore be permanent since they contain evidence of labor policies by the railroad. Volume is about 3 cubic feet.

Items 2a & b. The working file copy of authority for expenditures is of temporary value kept for 10 years solely to meet fiscal, legal, reference and administrative requirements; all other copies are destroyed when 1 yr old.

Item 4c Concur in the transfer of the fingerprint card file to the official personnel file(OPF) where disposition is in accordance with the provisions of the Civil Service Commission's Federal Personnel Manual.

Item 4d 2. Concur in the filing of FBI kickback sheets-all others, with item 4a where disposal is authorized.

Items 5a & b. The Department of Labor requires the retention of employee compensation records for 65 years. Since such records of the ARR through 1/1/47 were not sent to that Department they should be transferred to a FRC where their destruction will be accomplished accordingly. Subsequent to 1/1/47, the Labor Department has received a copy of these records and those kept by the ARR for 3 years after separation of employee satisfies administrative needs. These records are now filed in the employee's official personnel folder where their disposition is authorized.

Item 6. The general ledger records have temporary value only and their retention for 10 years satisfies all legal, fiscal and administrative needs.

Item 7. These are the originals of the Alaska Engineering Commission records 1910-1923 and should be permanent because of the evidential value they possess concerning the policy, procedure and operations of the Commission. They were transferred to the Seattle FRC about a year ago.

Items 8a & b. The retention by the ARR of the land ownership and land lease files for the long duration specified in the schedule has been determined as necessary for administrative purposes by that agency. Original copies of these records may be found in the Department of Interior, Bureau of Land Management.

Item 9. These are temporary files of tort claims that are destroyed after all legal and administrative requirements have been fulfilled.

Item 10. This is an original set of the Alaska News that should be a permanent item because it possesses research and evidential value concerning early personnel relations, activities and accomplishments of the ARR. Volume is less than one file drawer.

Items 12a, 13a, 14a & c. These are fiscal records whose destruction when 10 years old satisfies GAO requirements.

Item 29a. Including this item in the revised schedule was an administrative oversight since its destruction was already approved in schedule II-NN-3627, 1/29/62.

Item 30b1. Concur in deletion of this item and its retention in the employee's official personnel folder where disposition is authorized

Item 31a. Concur in deletion of this item since these statistical reports are no longer made by ARR.

Item 32a. This is a complete set of directives issued by the Operations Division that should be permanent since they document the major operations of the ARR. Accumulated volume is small.

Item 40. These original drawing and sketch files should be permanent because they document in cartographic form the design, construction and maintenance of the ARR properties since its beginning.

Items 42a & b. These temporary files are separate from those in item 40 and are used for technical reference only by ARR.

Item 44a. These are temporary communication blueprints and maps of ARR's radio and telephone circuitry. They possess technical value only and are replaced as new technological advances in communications are adopted.

Item 46. These original drawings, prints and tracings should be permanent because of their unique value that documents the shops, equipment and rolling stock peculiar to ARR operations. According to the agency the accumulated volume is not very much.

Item 47. Concur in the action to delete this item from the schedule since this information is retained both in item 1a and in the employees official personnel folder.

Item 48. Car number assignment records are temporary records of short duration administrative usefulness.

Item 54a. The ARR commodity statistical records should be permanent because they contain figures showing the unique tonnage of commodities carried by that line. These statistics are not available in the ICC or any other agency. Volume is reported as not large.

Item 60a. Housekeeping records of temporary value only.

Item 61a. These are original freight and passenger circulars issued approximately 2 to 4 times each year. They should be permanent because they contain information concerning ARR's tariff operationally policy. Item 62 does not include this information. Volume is reported to be small.

Items 62a & c. These tariff and docket files should be permanent because of the legal, fiscal and research value they contain that establishes the rate structure throughout the history of the railroad. Volume is reported to be moderate.

Item 69. These steam Captains' logs should be permanent because of the unique economic and seasonal information they contain concerning steamer boat freight hauling into the Yukon territory. They do not include routine matters such as gauge readings or who stood watch. These logs have already been sent to the Seattle FRC. Volume is reported to be small.

Items 102a & b. These items should be permanent because they are official publications of the ARR. Their volume is very small.

Items 103 & 104. These are housekeeping records of temporary value only and their retention for 6 years is sufficient for legal and administrative needs.

Item 105. These summary statements of operations should be permanent because of their evidential and research value of economic conditions of the ARR. The volume is about $1\frac{1}{2}$ cubic feet.

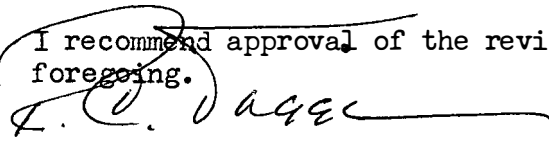
Item 106. Initially NCD recommended that these monthly financial statements be destroyed when 10 years old or when no longer needed for reference. This judgment was based upon the assumption that the information contained therein was reflected in the summary of financial activities in item 105. However, ARR did not concur in this view indicating that the summary record was inadequate to serve as the only evidence of the railroad's financial history and in consequence permanent retention of the monthly financial statements was recommended. Since these records are not available for examination and since their volume is reported to be relatively small the agency's recommendation is accepted. If necessary, a more precise appraisal of these records may be made when received by the Seattle FRC

Items 107 a & b. The General Manager of the ARR is charged with the overall management responsibility for that railroad. His correspondence and administrative publication master files should therefore be permanent since they contain evidential value pertaining to that railroad's policies, functions and programs. This information is not duplicated elsewhere in the schedule and its volume is small.

Item 108. These temporary value records are kept for 10 years to satisfy administrative needs.

There are no accessioned RG322 holdings in the NARS building; however, the Seattle FRC holdings total 973 cubic feet. Seattle appears to be the proper location for both the temporary and permanent storage of Alaska Railroad records so as to facilitate their accessibility to persons in that region where most of the requests for their use will probably be made.

I recommend approval of the revised ARR schedule in accordance with the foregoing.


R C TAGGE
Records Disposition Division

Encl.