

#20.7

# MEMORANDUM

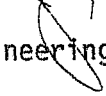
## State of Alaska Department of Transportation & Public Facilities

TO: "OD" Odsather  
Chief Right of Way Agent  
Northern Region

DATE: October 21, 1987

FILE NO:

TELEPHONE NO: 474-2413

FROM: John F. Bennett   
Right of Way Engineering  
Northern Region

SUBJECT: Archives

The determination of the existence of rights of way requires extensive research into both recorded and unrecorded information. One of our prime sources of unrecorded information are the Department of Transportation and Public Facilities (DOT&PF) archives.

A 1983 memorandum from Dave McCaleb regarding historical records indicates that there was at one time a very organized and available collection of maps, plans and field books dating back into the 1920's.

Presently, the archives that were not purged are stored either in cold storage or in a crawl space in the Maintenance and Operations building. Due to their present locations and organization they cannot be considered available for research.

While I realize that warm storage space is at a premium within DOT&PF, we are now in a situation where we may have to purchase right of way because we can not document it's existence.

An example of the value of these archives is as follows:

Public Land Order 601 established rights of way 50 feet on each side of the centerline of "Local" roads constructed with public funds across unreserved public lands. The effective date of this PLO was August 10, 1949. If public funds are used to construct a road subsequent to the PLO effective date but prior to homestead entry date, then we can establish a "local" road right of way. However, in order to justify this claim of right of way, we must document the expenditure of public funds, location and date of construction to verify that it falls within the window of availability. The sources of this documentation may be maps, plans, field books and memos from the records of the Alaska Road Commission, Bureau of Public roads and others.

Needless to say, information of this type would be extremely valuable in documenting assertions of RS2477 rights of way.

The solution to this problem requires that warm storage and temporary personnel be made available for review and indexing of the archive materials in order to return them to their former state.

JFB/prs

# MEMORANDUM

State of Alaska  
Department of Transportation & Public Facilities

TO: Elizabeth L. Engle, P.E.  
Director, Design & Construction  
Northern Region

DATE: October 22, 1987

FILE NO:

TELEPHONE NO: 474-2402

FROM: *Odsather*  
Richard L. Odsather  
Chief Right of Way Agent  
Northern Region

SUBJECT: Archives

Recorded and unrecorded information verifying the existence of rights of way requires extensive research. Implied in this statement is an understanding that the material is located in a place that is:

- 1) suited for proper storage (heat, lights, electrical, halon fire protection)
- 2) accessible
- 3) maintained on a regular basis
- 4) controlled by one group/person

Presently there is not a single large warm/electrified room to integrate and store the mass of archive material presently on hand. I believe it is critically needed. At one time the material was well indexed and maintained, but because of increased "people" space required, "premium" warm storage space to house archived material for Highways, Airports, Buildings, and other public facilities is no longer available. New space must be found and the material stored must be:

- 1) adequately identified and indexed for rapid retrieval
- 2) properly maintained and repaired
- 3) updated with new material on a regular basis
- 4) segregated by type (highways, buildings, airports, other)
- 5) computer program: DataBase to store/recall general project information.
- 6) easily refilled
- 7) visually color-coded

I would estimate it would take at least two dedicated people several months to get everything together. To do this properly, about \$40,000 to \$50,000 would be required to purchase additional equipment as well as index, catalogue and store this information. A computer program such as the one developed for buildings but updated could serve as a model.

Attached is a memo by John Bennett. In it, he brings strong positions to the front, namely, information, time and money for such an archives system.

The advantages of such a system are many, i.e.,

- \* Design reference
- \* Data verification
- \* Right of Way determination
- \* Historical documentation
- \* RS 2477 assertion material
- \* and many more

Funding and finding a space large enough for a warm storage facility with expansion capability could be a problem. However, personnel may be available that are knowledgeable in part from the seasonal construction group. Others could be made available on a part-time basis for system development, specialty organization or for just helping getting it together. I suspect that Design should continue to control this function.

The objective is to not reinvent a system that is available, it is to organize again the requisite information into a single place. The fruits of this labor could pay for itself immediately in reduction of purchases of Right of Way land alone on a single project.

Any comments you may have would be appreciated.

# RECORDS RETENTION SCHEDULE

STATE OF ALABAMA  
DEPARTMENT OF ADMINISTRATION  
ARCHIVES & RECORDS MANAGEMENT

ORGANIZATIONAL UNIT:  
Department of Transportation & Public Facilities  
Division of Lands, Right-of-Way & State Equipment  
Right-of-Way Section

RETENTION CODE  
P - Permanent    T - Terminated    TO - Term of Office  
A - Audit        C - Current/Active    Numerals - Years

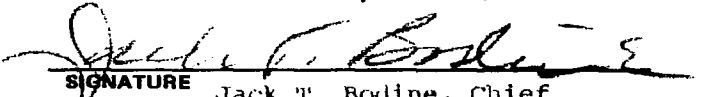
SCHEDULE NUMBER	REV NO.
79087	

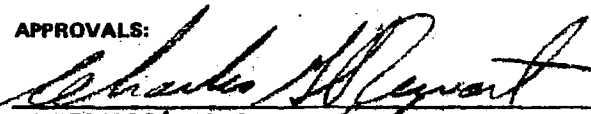

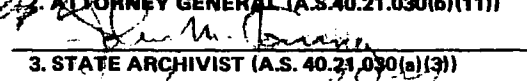

ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD		FINAL ACTION		VITAL RECORD	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROY		
	SEE GENERAL ADMINISTRATIVE RECORDS SCHEDULE FOR RECORDS NOT LISTED BELOW.							
1	Project Files		C	3	-	3orA		Transferred at time of closure, destroyed 3 yrs after final voucher unless audit is pending.
2	Reference R-O-W Plans		P	-	-	-		Constant Reference.
3	Reading Files		4	-	-	4		
4	Activity Management Report	R01-14R 5225	2	-	-	2		
5	Project Management Summary Report	R01-14R 5220	1mos	-	-	1mos		
6	Material Source Files		P	-	-	-		Constant Reference.
7	Policy & Procedure Files		C	-	P	-		Records of permanent value only, as determined by archivist, will be accessioned.
8	Original Recorded Warranty Deeds							50 year

Pursuant to the provisions of A.S. 40.21.060 (3), "Management & Preservation of Public Records", the records listed on this schedule are recommended for disposal as indicated.

APPROVALS:

DATE:

  
SIGNATURE Jack T. Bodine, Chief  
Right of Way, Land Acq. & Leasing  
NAME & TITLE (PLEASE TYPE)  
DATE 4/25/79

  
1. RECORDS ANALYST  
  
2. ATTORNEY GENERAL (A.S. 40.21.030(b)(11))  
  
3. STATE ARCHIVIST (A.S. 40.21.030(a)(3))  
  
4. COMMISSIONER OF ADMINISTRATION

April 19/79  
4/24/79  
4-25-79  
4/25/79