



AIRPORT

ADMINISTRATION

VENDOR FILES

Active: 3 years after relevant grant closure
Disposition: Destroy

ACCOUNTING DOCUMENTS

Active: 3 years plus current
Disposition: Destroy

ACCOUNTS RECEIVABLE

Active: 3 years plus current
Disposition: Destroy

ACDBE GOALS & ACHEIVEMENTS

Active: Permanent
Disposition: Permanent

ACTIVITY REPORTING

Active: 3 years
Disposition: Destroy

AIR SERVICE RECORDS

Active: 3 years plus current
Disposition: Destroy

AIRLINE NOTES & CHARGES

Active: 3 years plus current
Disposition: Destroy

EXCISE TAX RETURNS

Active: 7 years
Disposition: Destroy

FUEL TAX REFUND

Active: 7 years

Disposition: Destroy

GAO (GENERAL ADMIN & OPERATIONAL) FILES

Active: Until obsolete or superseded

Disposition: Permanent / Destroy as applicable

INCOMING CHECK REGISTER

Active: 3 years

Disposition: Destroy

INSURANCE CLAIMS AGAINST WAA

Active: 7 years

Disposition: Destroy

SALES TAX RETURNS

Active: 7 years

Disposition: Destroy

SCHEDULE OF FEES & CHARGES

Active: 3 years plus current

Disposition: Destroy

STANDARD OPERATING PROCEEDURES

Active: Until updated

Disposition: Destroy

TENANT LEASES

Active: Permanent

Disposition: Permanent

TERMINAL CONFERENCE RETNALS

Active: 3 years

Disposition: Destroy

TIMESHEETS

Active: 7 years

Disposition: Destroy

BUILDING SERVICES

ASSET MANAGEMENT INVENTORY

Active: Permanent

Disposition: Permanent

FUEL LOGS

Active: 2 years

Disposition: Destroy

KEY CONTROL

Active: Permanent

Disposition: Permanent

NON-CAPITAL PROJECT OPERATING & MAINTENANCE MANUALS

Active: Retain until superseded or obsolete

Disposition: Destroy

NON-CAPITAL PROJECT SPECS & PRINTS

Active: Retain until superseded or obsolete

Disposition: Destroy

SYSTEM PREV MAINTENANCE LOGS

Active: 3 years

Disposition: Destroy

SNOW REMOVAL LOGS

Active: Permanent

Disposition: Permanent

WORK ORDERS

Active: Permanent

Disposition: Permanent

ENGINEERING

AERIAL PHOTOGRAPHS

Active: Permanent

Disposition: Permanent

AIRFIELD PAVEMENT HISTORY

Active: Permanent

Disposition: Permanent

DRAWING/LAYOUT PLANS

Active: Permanent

Disposition: Permanent

AIRPORT MAPS

Active: Permanent

Disposition: Permanent

GROUND WATER MONITOR REPORTS

Active: Permanent

Disposition: Permanent

GROUND WATER USE REPORTS

Active: Permanent

Disposition: Permanent

ANNUAL REPORTS

Active: 10 years

Disposition: Destroy

ABOVE GROUND STORAGE TANK PLAN

Active: Permanent

Disposition: Permanent

APPOINTMENT BOOKS/CALENDAR

Active: 2 years

Disposition: Destroy

ASBESTOS MANAGEMENT PLAN

Active: Permanent

Disposition: Permanent

BRIDGE INVENTORY

Active: Permanent

Disposition: Permanent

CONSTRUCTION & FINISH CATALOGS

Active: Until obsolete

Disposition: Destroy

CATEGORICAL EXCLUSIONS

Active: Permanent

Disposition: Permanent

CIP PREPERATION FILE

Active: Permanent

Disposition: Permanent

CONSTRUCTION DIAGRAMS/DRAWINGS

Active: Permanent

Disposition: Permanent

FLEET MAINTENANCE

AIRFIELD COMPLIANCE TRAINING RECORDS

Active: Permanent

Disposition: Permanent

EMPLOYEE EQUIPMENT TRAINING RECORDS

Active: 2 years

Disposition: Destroy

EQUIPMENT REPAIR RECORDS

Active: Retain during ownership

Disposition: Destroy

FUEL LOGS

Active: 2 years

Disposition: Destroy

OSHA TRAINING RECORDS

Active: Permanent

Disposition: Permanent

SAFETY MEETING RECORDS

Active: 2 years

Disposition: Destroy

VEHICLE REPAIR RECORDS

Active: Permanent

Disposition: Permanent

OPERATIONS

NOTAMS

Active: 2 years

Disposition: Destroy

DRIVER TRAINING RECORDS

Active: 2 years

Disposition: Destroy

FIELD CONDITION REPORTS

Active: 2 years

Disposition: Destroy

INSPECTIONS

Active: 2 years

Disposition: Destroy

OPERATIONS TRAINING RECORDS

Active: 2 years

Disposition: Destroy

POLICE & FIRE

AIRPORT ID BADGES

Active: During employment

Disposition: Destroy upon return to Airport

SAFETY DIVISION REPORTS

Active: Permanent

Disposition: Permanent

AUTHORIZED SIGNATURE FOLDERS

Active: 6 months after no longer an authorized signer

Disposition: Destroy

AVSEC NOTIFICATION

Active: 5 years

Disposition: Retain

AVSEC OVERTIME SHEETS

Active: Permanent

Disposition: Permanent

AVSEC REQUIRED CHECKS

Active: 5 years

Disposition: Destroy

CALL BACK LIST

Active: Retain while useful

Disposition: Destroy

COMPLAINT NOTIFICATION LIST

Active: Retain while useful

Disposition: Destroy

CRIMINAL HISTORY CHECKS

(Active/terminated employees)

Active: Retain 6 months after termination

Disposition: Destroy

CUTTING/WELDING PERMITS

Active: 3 months

Disposition: Destroy

DAILY BULLETIN

Active: Permanent

Disposition: Permanent

DOCUMENTATION FOR CASE REQUEST

Active: Permanent

Disposition: Permanent

FOUND PROPERTY REPORTS

Active: 1 year
Disposition: Destroy

FUEL LOGS

Active: 2 years
Disposition: Destroy

FUEL SPILL REPORTS

Active: Permanent
Disposition: Permanent

FUEL TRUCK REPAIR REPORTS

Active: Permanent
Disposition: Permanent

ID & RAMP PERMIT STOP LOST LIST

Active: 1 year
Disposition: Destroy

ID APPLICATIONS – ACTIVE

Active: Retain 6 months after termination
Disposition: Destroy

ID AUDIT REPORTS

Active: 1 year
Disposition: Destroy

MEDICAL CASES

Active: Permanent
Disposition: Permanent

MONTHLY ACTIVITY REPORTS

Active: Permanent
Disposition: Permanent

MONTHLY CHECKLIST

Active: Permanent
Disposition: Permanent

PART 139 FUEL TRUCK INSPECTIONS

Active: Permanent
Disposition: Permanent

POLICY/PROCEDURE MANUAL

Active: Permanent

Disposition: Permanent

PROJECT FOLDERS

Active: Retain while useful

Disposition: Destroy

RECEIPT BOOK FOR FINGERPRINTS

Active: 2 years

Disposition: Destroy

SECURITY/SIDA ATTENDANCE COUNT

Active: Permanent

Disposition: Permanent

SECURITY/SIDA TRAINING CERTIFICATION

Active: 180 days after termination

Disposition: Destroy

SHIFT REPORTS

Active: 5 years

Disposition: Destroy

SHIFT SCHEDULES

Active: Permanent

Disposition: Permanent

TICKET LOG-COMPUTERIZED RECORD

Active: Permanent

Disposition: Permanent

TRAINING CURRICULUMS

Active: 2 years

Disposition: Destroy

TRAINING RECORDS – AIRCRAFT RESCUE IN SERVICE

Active: 5 years

Disposition: Destroy

TRAINING RECORDS – EMERGENCY MEDICAL IN SERVICE

Active: 2 years

Disposition: Destroy

TRAINING RECORDS- LAW ENFORCEMENT IN SERVICE

Active: 1 year

Disposition: Destroy

VARIOUS ROSTERS OF PERSONNEL

Active: Until obsolete

Disposition: Destroy

VEHICLE GATE LOGS

Active: 2 years

Disposition: Destroy

VEHICLE INSPECTION FORM

Active: Retain computerized record 1 year

Disposition: Destroy

WAIVER OF DAMAGE TO VEHICULAR (PAPER)

Active: 3 months

Disposition: Destroy

WEATHER NOTIFICATION LIST

Active: 1 year

Disposition: Destroy