

# **AIRPORT**

## **BUILDING SERVICES**

### **EQUIPMENT WARRANTIES**

Active: Retain until superseded or obsolete

Disposition: Destroy

### **INCIDENT OR ACCIDENT REPORTS**

Active: 2 years

Disposition: Destroy

### **MECHANICAL, ELECTRICAL, STRUCTURAL**

(Specifications and prints)

Active: Retain until superseded or obsolete

Disposition: Destroy

### **OPERATING AND MAINTENANCE MANUALS**

Active: Retain until superseded or obsolete

Disposition: Destroy

## **ENGINEERING**

### **AERIAL PHOTOGRAPHS**

Active: Permanent

Disposition: Retain

### **AIRFIELD PAVEMENT HISTORY**

Active: Permanent

Disposition: Retain

### **AIRPORT LAYOUT PLAN**

(Drawing of approval expansion plan)

Active: Permanent

Disposition: Retain

### **AIRPORT MAPS**

(Drawings of Airport layout including buildings, utilities, land plots, roadways, airfield pavement)

Active: Permanent

Disposition: Retain

### **ANNUAL GROUND WATER MONITORING REPORT**

(Fuels farms and fire training facility)

Active: Permanent

Disposition: Retain

**ANNUAL GROUND WATER USE REPORT**

Active: Permanent

Disposition: Retain

**ANNUAL REPORTS**

(List of monthly/yearly project status and completion)

Active: 10 years

Disposition: Retain

**APPLICATIONS**

(Above ground storage tank plan)

Active: Permanent

Disposition: Retain

**APPOINTMENT BOOKS/CALENDAR**

Active: 2 year

Disposition: Destroy

**ASBESTOS MANAGEMENT PLAN**

(Asbestos survey of ACM building materials in current structure)

Active: Permanent

Disposition: Retain

**AS-BUILT DRAWINGS**

(Drawings of Airport projects as completed)

Active: Permanent

Disposition: Retain

**BRIDGE INVENTORY**

(Conducted every 3 years, includes load ratings, photographs, condition, etc)

Active: Permanent

Disposition: Retain

**CATALOGS**

(Construction and finish catalogs)

Active: Until obsolete

Disposition: Destroy

**CATEGORICAL EXCLUSIONS**

(One for each project as per National Environmental Policy Act)

Active: Permanent

Disposition: Retain

**CIP PREPARATION FILE**

(Notes and copies of updated versions)

Active: Permanent

Disposition: Retain

**CONSTRUCTION DIAGRAMS**

(Above ground storage tank plan)

Active: Permanent

Disposition: Retain

**CONSTRUCTION DRAWINGS**

(Filed by three digit subject code)

Active: Permanent

Disposition: Retain

**FLEET MAINTENANCE**

**EMPLOYEE EQUIPMENT TRAINING RECORDS**

Active: 2 years

Disposition: Destroy

**EQUIPMENT MANUALS/WARRANTIES**

(Warranties received with new vehicles and equipment)

Active: Until obsolete

Disposition: Destroy

**EQUIPMENT REPAIR RECORDS**

(Record of major repairs to vehicles/equipment)

Active: Retain during ownership

Disposition: Destroy

**PAVEMENT REPAIR RECORDS**

(Pavement repair locations and dates)

Active: Retain indefinitely

Disposition: Retain

**SAFETY MEETING RECORDS**

(Safety meeting attendance)

Active: 2 years

Disposition: Destroy

## **PUBLIC SAFETY INT.**

### **AIRPORT ID'S**

(ID badges-no longer needed)

Active: During employment

Disposition: Destroy upon return to Airport Police and Fire

### **AIRPORT OPERATING GUIDE**

(Airport certification manual)

Active: Permanent

Disposition: Retain

### **AIRPORT SAFETY DIVISION REPORTS**

(Documentation of incidents)

Active: Permanent

Disposition: Retain

### **APPOINTMENT BOOKS/CALENDARS**

Active: 2 years

Disposition: Destroy

### **AUTHORIZED SIGNATURE FOLDERS**

(Authorized signers for tenants, etc.)

Active: Retain 6 months after no longer an authorized signer

Disposition: Destroy

### **AVSEC NOTIFICATION**

(Businesses to contact when AVSEC levels change)

Active: 5 years

Disposition: Retain

### **AVSEC OVERTIME SHEETS**

(Overtime sheet for LEA at passenger screening)

Active: Permanent

Disposition: Retain

### **AVSEC REQUIRED CHECKS**

(Activity check sheet)

Active: 5 years

Disposition: Retain

**CALL BACK LIST**

(Roster of personnel for emergency/overtime)

Active: Retain while useful

Disposition: Destroy

**CALL BACK LISTS FOR EMERGENCY AFTER HOURS**

(Roster of personnel for other Airport divisions)

Active: Retain while useful

Disposition: Destroy

**COMPLAN NOTIFICATION LIST**

(List of businesses to contact in case of an emergency)

Active: Retain while useful

Disposition: Retain

**COURTESY PARKING PERMITS**

Active: Permanent

Disposition: Retain

**CRIMINAL HISTORY CHECKS ON ACTIVE EMPLOYEES**

(Record check on individuals being issued a SIDA badge)

Active: Retain 6 months after termination

Disposition: Destroy

**CRIMINAL HISTORY CHECKS ON TERMINATED EMPLOYEES**

(Record check on individuals being issued a SIDA badge)

Active: Retain 6 months after termination

Disposition: Destroy

**CUTTING/WELDING PERMITS**

Active: Retain 3 months

Disposition: Destroy

**DAILY BULLETIN**

(Daily log of on-duty personnel, cases, notes, etc.)

Active: Permanent

Disposition: Retain

**DISABLED PERSONS FORM**

(Personnel trained on DPL)

Active: Permanent

Disposition: Retain

**DOCUMENTATION FOR CASE REQUEST**

Active: Permanent

Disposition: Retain

**DOCUMENTATION OF DAMAGE TO CITY VEHICLES**

Active: 3 months

Disposition: Destroy

**EMPLOYEE CARD FILES**

(Rolodex files with employee information)

Active: Permanent

Disposition: Retain

**EQUIPMENT INVENTORY**

Active: Permanent

Disposition: Retain

**FOUND PROPERTY REPORTS**

(Property found at Airport)

Active: 1 year

Disposition: Destroy

**FUEL LOGS**

Active: 2 years

Disposition: Retain

**FUEL SPILL REPORTS**

Active: Permanent

Disposition: Retain

**FUEL TRUCK REPAIR REPORTS**

Active: Permanent

Disposition: Retain

**GUIDE FIRE SAFETY CODES**

(Uniform Fire Code)

Active: Permanent

Disposition: Retain

**ID AND RAMP PERMIT STOP LOST LIST**

(Lost ID's and ramp permits)

Active: Retain 1 year

Disposition: Destroy

**ID APPLICATIONS-ACTIVE**

(Documentation of active ID applications)

Active: Retain for 6 months after termination

Disposition: Destroy

**ID AUDIT REPORTS**

(Documentation of ID's that have been issued, returned, lost or disabled)

Active: 1 year

Disposition: Destroy

**ID'S EXPIRING FOR CURRENT MONTH**

Active: 1 year

Disposition: Destroy

**JOB APPLICANTS**

(Safety/service officer apps)

Active: Permanent

Disposition: Retain

**LOG BOOK FOR ASD CLASSES**

(Log book – computerized record)

Active: Permanent

Disposition: Retain

**LOG OF OFFICER DUTIES**

(24-hour duty log)

Active: Permanent

Disposition: Retain

**LOST PROPERTY AT AIRPORT REPORTS**

Active: 1 year

Disposition: Destroy

**MONTHLY ACTIVITY REPORTS**

(Monthly statistics for safety)

Active: Permanent

Disposition: Retain

**MONTHLY CHECKLIST**

(Required checks for end of month)

Active: Permanent

Disposition: Retain

**MOVEMENT TRAINING REPORT**

(Individuals who have attended movement training)

Active: Retain 2 years past termination date

Disposition: Destroy

**OPEN DOOR REPORTS**

(Documentation of doors/windows found open on Airport property)

Active: Permanent

Disposition: Retain

**POLICY/PROCEDURE MANUAL**

(Guide LEO activity/conduct)

Active: Permanent

Disposition: Retain

**PROJECT FOLDERS**

Active: Retain while useful

Disposition: Destroy

**RECEIPT BOOK FOR FINGERPRINTS AND ID'S**

Active: 2 years

Disposition: Destroy

**SECURITY/SIDA ATTENDANCE COUNT**

(Log of names attending ID media presentation)

Active: Permanent

Disposition: Retain

**SECURITY/SIDA TRAINING LOG**

(Log of names Attending ID media presentation)

Active: Permanent

Disposition: Retain

**SHIFT REPORTS**

(Activity log for control room, run sheets for street patrol and SIDA patrol)

Active: 5 years

Disposition: Retain

**SHIFT SCHEDULES**

(Daily work assignments)

Active: Permanent

Disposition: Retain

**SUPPLIES-VENDORS**

(Work related equipment)

Active: Permanent

Disposition: Retain

**THREAT ASSESSMENT DATABASE**

(Database of individuals requiring T.A. approval)

Active: Permanent

Disposition: Retain

**TICKET LOG – COMPUTERIZED RECORD**

(Moving and parking tickets issued)

Active: Permanent

Disposition: Retain

**TRAINING CURRICULUMS**

(LEO, ARFF, EMT topics)

Active: 2 years

Disposition: Destroy

**TRAINING RECORDS - AIRCRAFT RESCUE IN SERVICE**

Active: 5 years

Disposition: Destroy

**TRAINING RECORDS - EMERGENCY MED. 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 INSPECTION FORM**

(Daily inspection of safety vehicles)

Active: Retain computerized record 1 year

Disposition: Destroy

**WAIVER OF DAMAGE TO VEHICLE PAPER**

(Documentation giving officer permission to unlock or gain access to vehicle)

Active: 3 months

Disposition: Destroy

**WEATHER NOTIFICATION LIST**

(Businesses to contact when severe weather occurs)

Active: 1 year

Disposition: Destroy

**WICHITA POLICE DEPARTMENT REPORTS**

(Documentation of incidents occurring at the Airport requiring a police incident number. Incident may be criminal offense, accident or civil matter)

Active: Permanent

Disposition: Retain