

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

REGIONAL AIRPORT—Revised 2018

Schedule Number	Record Title and Description	Retention Period	Media Type
18-01	<u>Cash Logs</u> Cash logs and rents received from the use of hangars.	Retain for three fiscal years, provided audited.	Paper
18-02	<u>Contracts-Long Term</u> Long term contracts including capital improvement and construction contracts.	For contracts signed after 9/28/2012, retain for 8 years after termination. For earlier contracts retain for 15 years.	Paper
18-03	<u>Contracts-Short Term</u> Short term renewable contracts, including the Airport Manager's contract.	Retain for 3 years after expiration.	Paper
18-04	<u>Financial Statements</u> Monthly statements from the accountant (who serves as Treasurer to the Airport Authority Board).	Retain for three fiscal years, provided audited.	Paper and Electronic
18-05	<u>Inspection Reports</u> Inspections by FAA, ODOT, County Auditor, Health District, oil companies, etc.	Retain for three years.	Paper
18-06	<u>Insurance Policies</u>	Retain for 25 years after expiration, provided all claims have been settled.	Paper
18-07	<u>Inventory of Aircraft</u> Sent to FAA electronically each year.	Retain for three years. (Database maintained by the FAA).	Electronic
18-08	<u>Leases</u> Including hangar leases (one year leases, followed by month to month rentals), and leases with the Fixed Base Operator.	Retain the original hangar leases for two years after the occupant leaves the hangar, and retain the Fixed Base Operator leases for three years after expiration, provided audited.	Paper and Electronic

18-09	<u>Maps, Plans, and Drawings</u>	Retain permanently. Transfer to the County Archives when of no further administrative value.	Paper
18-10	<u>Maps, Plans, and Drawings</u>	Retain permanently.	Microfilm
18-11	<u>Minutes</u> Monthly minutes of the Airport Authority Board, including relevant background information.	Retain permanently. Transfer to the County Archives when of no further administrative value.	Paper
18-12	<u>Minutes</u>	Retain permanently.	Microfilm
18-13	<u>Permits</u>	Retain for three years, provided audited.	Paper
18-14	<u>Project Records</u> Grant Funded Projects:	Retain financial information for five years after expiration, or according to the terms of the contract, whichever period is longer, provided that all relevant state and federal audits have been conducted, audit reports released, and all litigation claims and audit findings involving the records have been resolved.	Paper
	County Funded Projects:	Retain financial information for three years, provided audited.	Paper
	All Projects:	Retain all engineering specifications permanently. Transfer to the County Archives when of no further administrative value.	Paper
18-15	<u>Rules and Regulations</u> Airport Authority Board publication containing FAA guidelines.	Retain until superseded.	Paper and Electronic