

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

REGIONAL AIRPORT—Revised 2012

CALL
IF ON
THIS
Schedule.

Schedule Number	Record Title and Description	Retention Period	Media Type
12-01	<u>Budget Records</u> Records supporting annual budget (official budget sent to the Office of Finance).	Retain for three years.	Paper
12-02	<u>Contracts</u> Large long term contracts: Short term renewable contracts, including the Airport Manager's contract.	Retain for eight years after expiration. Retain for three years after expiration.	Paper Paper
12-03	<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
12-04	<u>Income Received</u> Including cash logs and rents received from the use of hangars.	Retain for three fiscal years, provided audited.	Paper
12-05	<u>Inspection Reports</u> Inspections by FAA, ODOT, County Auditor, Health District, oil companies, etc.	Retain for three years.	Paper
12-06	<u>Insurance Policies</u>	Retain for two years after expiration, provided all claims have been settled.	Paper
12-07	<u>Inventory of Aircraft</u> Sent to ODOT electronically each year.	Retain for three years.	Electronic ✓
12-08	<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

12-09	<u>Maps, Plans, and Drawings</u>	Retain permanently. Transfer to the County Archives when of no further administrative value.	Paper
12-10	<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
12-11	<u>Permits</u>	Retain for three years, provided audited.	Paper
12-12	<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.	Paper
12-13	<u>Rules and Regulations</u> Airport Authority Board publication containing FAA guidelines.	Retain current version.	Paper