

Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Ordinances, Orders, Resolutions – Departmental copies	Ordinances, Orders, Resolutions approved by City Council Note: Official record copy filed in City Secretary's Office (permanent retention)	<i>File with and follow retention for appropriate case or project</i>
Photographs, Recordings, and other Audio or Visual Media	Photographic, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects, except such records as noted elsewhere in the state schedules.	<i>Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)</i>
Publications	Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. Any publication which receives a PIO number.	<i>Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)</i>
Insurance Policies	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel, including supporting documentation relevant to the implementation, modification, renewal, or replacement of the policies.	<i>File with and follow retention for appropriate case or project</i>
Postal and Delivery Service Records	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies	<i>File with and follow retention for appropriate case or project to prove delivery</i>
Petitions	Petitions from the public to the governing body or subsidiary boards or commissions of a local government. Note: "Final action" includes a decision to take no further action on a petition.	GR 1000-06 Final action on the petition + 2 years
Accident Reports – Injury to Adult	Reports of accidents to adult persons on local government property or in any other situation in which a local government could be party to a lawsuit. If a claim is filed, use GR 1025-26.	GR 1000-20A 3 years

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Accident Reports – Injury to Minor	Reports of accidents to minor persons on local government property or in any other situation in which a local government could be party to a lawsuit. If a claim is filed, use GR 1025-26.	GR 1000-20B 20 years
Complaints (Service Requests)	Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy. This includes City of Dallas Service Requests. <i>Includes complaints received via e-mail</i> <i>Note: For open record requests, use GR 1000-34A or B</i>	GR 1000-24 Resolution or Dismissal of complaint + 2 years
Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. <i>Except construction contracts, use GR 1075-16A or B</i>	GR 1000-25 AC + 4 years <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics. <i>For the actual Policy or Procedure; use GR 1000-38</i> <i>Note: Includes general subject files not covered under another retention and departmental copies of records for which the official record copy is in the City Secretary's Office</i>	GR 1000-26A 4 years

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Correspondence and Internal Memoranda - Administrative	Correspondence, internal memoranda pertaining to or arising from routine administrative or operation of the policies, programs, services, or projects of a local government following existing policy and programs.	GR 1000-26B 2 year
Correspondence and Internal Memoranda - Transitory Information	Records of temporary usefulness that are not an integral part of a records series of the office, that are not regularly filed within a recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the City. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of City functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific City transactions. <i>Includes unsolicited messages about issues related to City business which are not covered by another record series.</i>	GR 1000-26C Until the purpose of record has been fulfilled <i>Exempt</i>
Legal Opinions	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government. <i>For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26A.</i> <i>Note: For retention of opinions rendered for a Public Information Act Request use GR1000-34A or B.</i>	GR 1000-30 Permanent
Litigation Case Files – Departmental copies	Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.	GR 1000-31 1 year after final disposition of case <i>Exempt</i>

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Minutes (Staff)	Minutes and agendas of internal staff meetings.	GR 1000-32 1 year <i>Exempt</i>
Open Record Requests	Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34A 1 year after final decision on request <i>Exempt</i>
Open Record Requests	Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34B 2 year after notification that records are exempt from disclosure
Organizational Charts	All organizational charts, lists of employees, contact or call lists, rosters, etc.	GR 1000-35 US <i>Exempt</i>
Permits and Licenses	Records documenting the application for and the issuance of permits and licenses (including certificates of liability) by a local government for sales, solicitation, facility usage, and similar activities. <i>Except Permits and Licenses listed elsewhere in the schedules.</i>	GR 1000-36 Expiration, cancellation, revocation, or denial + 2 years
Policy and Procedures Documentation	Orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing operations or activities of a local government as a whole or any of its departments, programs, services, or projects. <i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i>	GR 1000-38 US, expired, or discontinued + 5 years

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Reports and Planning Studies – if requested by City Council or submitted to state agency	<p>Reports or Studies (Non-Fiscal) submitted to a state agency as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.</p> <p><i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i> <i>Note: If report is submitted to or considered by Council, as reflected in the minutes, the official record copy is in the City Secretary's Office.</i></p>	GR 1000-41A1 Permanent
Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4 3 years
Work papers used to create Reports and Planning Studies – if requested by City Council or submitted to state agency	Working papers and raw data used to create any report for reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A5 3 years
Work papers used to create Reports and Studies (non-Fiscal) – compiled on less than annual bases	Working papers and raw data used to create any report for activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc. except reports of similar types noted in other commission scheduled. Includes tracking logs.	GR 1000-41A6 1 year

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Reports and Studies (non-Fiscal) - Activity reports	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc. except reports of similar types noted in other commission scheduled. Includes tracking logs.	GR 1000-41B 1 year <i>Exempt</i>
Waivers of Liability	Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.) Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. Use retention number GR 1000-20A or B	GR 1000-42 3 years from date of cessation of activity for which the waiver was signed.
Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year
Customer Service Survey	Customer Service Survey Cards	GR 1000-47 AC + 3 years
Audit Records – Departmental copies and work papers	Annual or biennial or other periodic audits of a department, program, fund. Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. Includes Internal Control Reports. Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)	GR 1025-01E 3 years after all questions have been resolved
Budget Documentation - Departmental copies and work papers	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements and similar documents. Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. Encumbrance and expenditure reports. Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)	GR 1025-04F 3 years

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Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.	GR 1025-05C US or Disposition + 3 years
Financial Reports – Departmental copies	Monthly, bi-monthly, quarterly or semi-annual financial reports or statement on the accounts, funds, or projects of a local government create either for internal use or for submission to state agencies as may be required by law or regulation, except reports of similar types noted in this or other commission schedules. Including cost allocation and distribution records, annual transaction summaries, and depreciations schedules.	GR 1025-07A FE + 3 years
Grant Development and Administrative Records	Successful grant applications and proposals and any documentation that modified the terms of a grant. Financial, performance, and compliance reports submitted to granting agencies or sub grantor agencies, or documentation supporting these reports.	GR 1025-08a FE + 3 years

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Grant Development and Administrative Records – Direct Federal Grants	<p>records that are pertinent to the Federal award, including (but not limited to):</p> <ul style="list-style-type: none"> • grant application, approval, and agreement documents • property acquisition, inventory, and disposition records • contracts and subgrant agreements • monitoring and site visit reports • program performance reports • indirect cost rate agreements • litigation records; insolvency, receivership, and bankruptcy records 	<p>2CFR200.333</p> <p>3 years after submission of final expenditure</p> <p>NOTE: If an audit, claim, or litigation arose during the three years following the submission of the final report, the grant records must be retained until the audit, claim or litigation is resolved and settled</p> <p>NOTE: If grant is related to construction projects see GR1076-16a Construction Project Records</p>
Charge Schedules/ Price Lists	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	GR1025-10 US + 3 years.
Accounts Payable and Disbursement Records – Departmental copies	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursements to employees for travel or other employment-related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops, or college classes	GR 1025-26 FE + 3 years
Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Public Accounts. Includes cash receipts, cash reports, and deposits.	GR 1025-27B FE + 5 years

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Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27E FE of write off + 3 years
Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR 1025-28 FE + 5 years
Ledgers, Journals, and Entry Documentation – Departmental copies	General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control forms including supporting documents, amendments correspondence, journal entries, and auditor adjustments.	GR 1025-30 FE + 5 years
Disciplinary and Adverse Action Records – Police and Fire Sworn Personnel.	Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07B Permanent
Disciplinary and Adverse Action Records – Civilian Employees	Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07C 2 years after case closed or action taken
Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i>	GR 1050-09 2 years

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Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.	GR 1050-10 US, expiration or date of separation + 2 years
Security Records Required by TSA	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access as required by Transportation Security Administration. 49 CFR Chapter XII §1542.209(k)(5) and 49 CFR Chapter XII §1542.213(d)	GR 1050-10T US, expiration or date of separation + 180 days
Employee Selection Records	Interviews, interview questions, upgrades, description, job advertisements, written score, employment applications, transcripts, and letters of reference and similar documents whose submission by candidates for vacant positions or for promotion, transfer, or training opportunity (both hires and not hired).	GR 1050-11C 2 years
Personnel Files – Employee Service Records (Department Personnel File)	Records about an employee. Applications, resume, awards, commendations, certifications, licenses, conflict of interest forms, P-2 forms, training records including training on hazardous materials, etc. Note: If employee transfers to another city department send file to the new department.	GR 1050-12D Date of Separation from the city + 5 years
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years
Job Evaluations	Job evaluations of employees. Note: File by date of review, not in individual employee files.	GR 1050-21B US + 2 years; or date of separation + 2 years, whichever is sooner
Medical and Exposure Records	Health or physical examination reports or certificates for all applicants and employees if required for position. Includes random drug or alcohol tests.	GR 1050-22A 2 years from creation or personnel action involved, whichever is later

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Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>
Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctor’s reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. Note: Risk Management copy retained CE of closure of claim + 50 years.	GR 1050-32A CE of closure of claim + 5 years
Criminal History Checks	Used for condition of or in conjunction with employment application.	GR1050-36 End of employee’s probationary period or after immediate purpose has been fulfilled, as applicable.
Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
Payroll Records – Departmental copies	Payroll register, payroll adjustment records, leave records including requests and authorization to use leave. Timesheets.	GR 1050-52 FE + 3 years
Bid and Bid Documentation - Successful Bids	Successful bids and request for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation. Note: If successful bid or proposal results in a contract, use GR 1000-25 (AC + 4 years)	GR 1075-01A FE + 3 years
Bid and Bid Documentation - Unsuccessful Bids	Unsuccessful Bids	GR 1075-01B 2 years
Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year <i>Exempt</i>

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Purchase Order and Receipt Records – Departmental copies	Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing a chronological record of purchase orders issued, orders received and similar data on procurement status	GR 1075-03A FE + 3 years
Accident and Damage Reports (Property) – Departmental copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved. <i>Note: For accidents that result in injury to persons, use GR 1000-20 A or B (5 or 20 years)</i>	GR 1075-15 3 years

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<p>Construction Project Files</p>	<p>Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; grant documentation and similar documentation; <i>except as described in 1075-16B or 1075-16C.</i></p>	<p>GR 1075-16A LA + 10 years</p> <p>2CFR200.333 3 years from date of submission of final expenditure report.</p> <p>Note: Send an official record copy of the contract to the City Secretary's Office</p> <p>Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons.</p> <p>b) If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.</p> <p>c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.</p>
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Construction Project Files - Underground Water Lines	If the construction of a structure described in GR 1075-16A includes infrastructure (i.e. electrical lines, underground water lines, etc.)	GR 1075-16A1 Permanent <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Construction Project Files - Historical Buildings or Places	Records of the types described in 1075-16A relating to places eligible for or already listed as historic by national, state, or local organizations or authorities.	GR 1075-1 6A2 Permanent <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Construction Project Files - Facilities with short life cycle	Files related to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, irrigation systems and similar structures and facilities with a short life cycle. <i>Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.</i>	GR 1075-16B 10 years after completion of the projects <i>Note: Send an official record copy of the contract to the City Secretary's Office</i>
Construction Project Records - transitory or of ephemeral relevance	Records relating to construction projects described in (a) and (b), that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure, Records may include, but are not limited to, rejected design plans, delivery tickets for expendable products, daily work reports, etc.	GR 1075-16C 5 years
Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years

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Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities - Routine	Records documenting routine inspection of facilities, vehicles and equipment. Routine cleaning, janitorial and inspection work	GR 1075-18A1 1 year <i>Exempt</i>
Maintenance, Repair and Inspection Records of Vehicles and Equipment -Maintenance and repair records	Records documenting the maintenance and repair to general-purpose vehicles, office equipment, and office facilities. <i>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance & repair records for LA +3 year. For marked vehicles use PS 4050-04A1</i>	GR 1075-18A2 LA
Facilities -Non-routine maintenance, repair and inspection	Non-routine facility maintenance, repair and inspection records. Including those relating to plumbing, electrical, fire suppression, and other infrastructure systems.	GR 1075-18B2 5 years Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.
Usage Reports - If reports used for allocating costs	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. Reports of usage of facilities, vehicles, and equipment	GR 1075-20A FE + 3 years
Usage Reports - Reservation logs, Vehicle Assignment Records	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	GR 1075-20B After return or reassignment +2 years
Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years

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Warranties	Warranty for vehicles and equipment.	GR 1075-23 Expiration of warranty + 1 year
Surveillance Videos	Video surveillance for, but not limited to, security of property and persons. <i>Retention based on Memorandum of Understanding with TSA – Resolution #14-5639</i> Retention Note: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file.	GR 1075-25 30 days
Telephone Logs or Activity Reports - If used for internal control purposes	Registers or logs of telephone calls made and similar telephone activity reports if the log, report, or similar record is used for internal control purposes other than cost allocation.	GR 1075-41B 2 years
Facility Chemical Lists	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	GR 5750-02 30 years.
Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	GR 5750-05 US or chemical no longer present <i>Exempt</i>
Permits and licenses - Log	Logs or reports of permits or licenses and variances or exemptions issued	HR 4775-25C 1 year <i>Exempt</i>
Airfield Incident Files	Records of accidents or incidents occurring on the movement areas and involving air carrier aircraft and/or ground vehicles. Retention Note: Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.	PW 5375-01 5 years

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Airside Report/Airfield Log	Materials documenting the activity of a work shift including conditions or events that would adversely affect airport operations. Retention Note: Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.	PW 5375-02 2 years
Carrier Records	Informational materials such as copies of airline schedules, brochures, advertising materials, correspondence from the U. S. Department of Transportation approving carrier routes.	PW 5375-03 AV <i>Exempt</i>
Certification Manual	Manual specifying procedures, facilities and equipment descriptions, responsibility assignments, and any other information needed by personnel concerned with operating the airport in order to comply with FAA standards for airport operations.	PW 5675-04 Permanent By regulation 14CFR139.207(b) Retention Note: Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons
Communication Tapes	Daily recording of all phone lines and radios.	PW 5375-05 30 days <i>Exempt</i>
Emergency Planning Records	Procedures, instructions, and other records maintained to minimize the possibility and extent of personal injury and property damage on the airport in an emergency.	PW 5375-06 US + 2 years <i>Exempt</i>
Foreign Trade Zone (FTZ) Records – Company Operation	FTZ company operation records.	PW 5375-07 A 5 years after deactivation from FTZ
Foreign Trade Zone (FTZ) Records - Tenants	FTZ tenants.	PW 5375-07B US <i>Exempt</i>

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Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Maintenance and Inspection Records	Non-federal navigation facility reports - Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VOR facilities, nondirectional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems, and microwave landing systems.	PW 5375-08A Permanent
Maintenance and Inspection Records - Runways	Runway maintenance records - Logs, reports, and similar records relating to the inspection, maintenance, and repair of runways, runway lights, beacons, and other such ground or device maintenance records directly related to the landing and taking off of aircraft, <i>except</i> those included in directional facility records.	PW 5375-08B 10 years
Maintenance and Inspection Records – Safety Self-inspections	Safety self-inspections - Daily, or as otherwise required by the airport certification manual or airport certification specifications, reports of safety self-inspections of airport conditions in specific locations showing the conditions found and all corrective actions taken.	PW 5375-08C 1 year <i>Exempt</i> 14 CFR 139.327(4)(c)(1)
Maintenance and Inspection Records – Tenant Inspections	Tenant or other types of inspections - Materials documenting inspections of the physical facilities of each airport tenant fueling agent.	PW 5375-08D 1 year <i>Exempt</i>
Maintenance and Inspection Records – Other Inspections	Other inspections.	PW 5375-08E 3 year
Notices to Airmen	Reports officially notifying the public, FAA, and airlines that a problem exists with the airport facility.	PW 5375-09 2 years after notice is canceled

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Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Operational Permits and Certifications	Permits and certifications from the FAA or other state and federal agencies and any reports, correspondence, or other documentation bearing directly on the application for, the issuance of, or the renewal of the permit or certification. Includes any records concerning any exemptions granted or deviations required by an emergency.	PW 5375-10 5 years after final expiration, cancellation, revocation, or denial of the permit or certification
Operations Reports – Daily or Weekly	Periodic reports or logs of airport operations, services, and activities, and statistical summaries of such reports. Daily reports or logs and weekly and/or monthly statistical summaries of such reports.	PW 5375-11A 3 years
Operations Reports – Annual or reports to regulatory agencies	Annual operational reports or logs of airport operations, services, and activities, and statistical summaries of such reports. Reports on any aspect of airport operations to the FAA or to other state or federal agencies as required by law, regulation, or agency order. Annual reports or special reports that <i>are not</i> recapitulated in annual reports.	PW 5375-11B Permanent
Reports To Regulatory Agencies – Annual reports	Reports on any aspect of airport operations to the FAA or to other state or federal agencies as required by law, regulation, or agency order. Annual Reports.	PW 5375-12A Permanent
Reports To Regulatory Agencies – Special reports	Reports on any aspect of airport operations to the FAA or to other state or federal agencies as required by law, regulation, or agency order. Special reports that are not recapitulated in annual reports.	PW 5375-12B Permanent
Reports To Regulatory Agencies – Interim Or Periodic Reports	Reports on any aspect of airport operations to the FAA or to other state or federal agencies as required by law, regulation, or agency order. Interim or periodic reports on a less than annual basis that are recapitulated in an annual report or in a special report under PW 5375-12B.	PW 5375-12C 5 years
Asbestos Management – Abatement Project Records	Records documenting asbestos abatement projects in public buildings.	PW 5450-01A AC + 30 years
Asbestos Management – Inspection Records	Records of asbestos inspections.	PW 5450-01B 5 years

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Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Environmental Quality Review Records	Environmental impact statements and related reports, including background materials and supporting documentation used in preparing statements and reports.	PW 5450-03 Permanent
Storage Tank (Immovable) System Records - Registration and Certification documents	Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. Original and amended tank registration documents, original and amended certifications for storage tank system installations and financial responsibility, and notifications to storage tank purchaser.	PW 5450-05A Operational life of the storage tank system
Storage Tank (Immovable) System Records - Variances or Alternative Procedure Requests	Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. Records of requests for approval of variances or alternative procedures, and documentation of approval of such requests.	PW 5450-05B Operational life of the storage tank system
Storage Tank (Immovable) System Records - Installation Records	Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products. (1) General information relating to the installation of new storage tank systems and as-built drawings or plans depicting the sizes, dimensions, and locations of site features, system components, etc. (2) Equipment tests including the air tests and the tightness tests conducted on the tanks and piping at the time of installation.	PW 5450-05C Operational life of the storage tank system 5 years

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Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Storage Tank (Immovable) System Records - Records for upgrading existing storage tank systems	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>(1) General information related to the tank integrity assessment and cathodic protection requirements and as-built drawings or plans depicting the sizes, dimensions, and locations of any system components or equipment added.</p> <p>(2) Results of equipment tests and tank integrity tests required when upgrading existing storage tanks systems including internal inspections, tank and piping tightness tests, and site assessments.</p>	<p>PW 5450-05D</p> <p>Operational life of the storage tank system</p> <p>5 years</p>
Storage Tank (Immovable) System Records - Operation and Maintenance Records	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Operation and maintenance records of storage tank systems including records related to inspection, servicing, testing, and inventory control.</p>	<p>PW 5450-05E</p> <p>5 years</p>
Storage Tank (Immovable) System Records - Corrosion protection records	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>(1) Installation records relating to the corrosion protection system including information on the system designer, drawings, or plans depicting the locations of all system components, operating instructions and warranty information, maintenance schedules, and testing procedures.</p> <p>(2) Results of tests and inspections of corrosion protection systems and components</p>	<p>PW 5450-05F</p> <p>As long as the corrosion protection system is used.</p> <p>5 years</p>

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Records Series Title	Records & Comments	State Retention Number Legal Retention
Storage Tank (Immovable) System Records - Release detection records	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>(1) Installation records related to the release detection system; all written performance claims pertaining to the system used and documentation of how those claims have been justified or tested by the equipment manufacturer or installer; and any schedules of required calibration and maintenance provided by the release detection equipment manufacturer.</p> <p>(2) Results of sampling, testing, or monitoring of releases (including tank tightness tests); records and calculations related to inventory control reconciliation; and documentation of service, calibration, maintenance, and repair of release detection equipment.</p>	<p>PW 5450-05G</p> <p>As long as the release detection system is used.</p> <p>5 years</p>
Storage Tank (Immovable) System Records - Spill and overfill control records	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>(1) Installation records of spill and overfill prevention equipment.</p> <p>(2) Records of servicing, calibration, maintenance, and repair of spill and overfill equipment.</p> <p>(3) Transfer or inventory records documenting the basis for claiming an exemption from the spill and overfill equipment requirements, if applicable.</p>	<p>PW 5450-05H</p> <p>As long as the spill and overfill prevention equipment is used.</p> <p>5 years</p> <p>5 years</p>

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Aviation Department Records Retention Schedules

Records Series Title	Records & Comments	State Retention Number Legal Retention
Storage Tank (Immovable) System Records - Records for repairs and relining	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Records for repairs and relining.</p> <p>(1) General information related to the repair or relining of a storage tank including materials specifications, warranty information, recommended test procedures, and inspection and maintenance schedules applicable to the relining of a storage tank.</p> <p>(2) Results of inspections, tests, and maintenance activities.</p>	<p>PW 5450-05I</p> <p>Operational life of the storage tank system</p> <p>5 years</p>
Storage Tank (Immovable) System Records - Records of installation of used tank	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Records of the installation of a used tank including inspection and tank tightness test results required for the reuse of used tank.</p>	<p>PW 5450-05J</p> <p>As long as the tank remains in operation.</p>
Storage Tank (Immovable) System Records - Temporary Removal from service	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Documentation of compliance with requirements for the temporary removal from service of a storage tank.</p>	<p>PW 5450-05K</p> <p>5 years</p>
Storage Tank System Records – Permanent Removal of System	<p>Documentation of compliance with regulations for underground tank systems storing hazardous substances and petroleum substances, and immovable aboveground tanks storing petroleum products.</p> <p>Documentation of compliance with requirements for the permanent removal from service of a storage tank.</p>	<p>PW 5450-05L</p> <p>As long as any underground storage tank remains in service at the facility or 5 years after the storage tank system is permanently removed from service, whichever longer</p>

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Records Series Title	Records & Comments	State Retention Number Legal Retention
Storage Tank (Movable) System Records	Records of movable aboveground storage tanks that are regularly used to store petroleum products (e.g., skid tanks), are intended to be moved from one location to another on a regular basis, and are not permanently part of any particular facility.	PW 5450-06 5 years
Waste Generators - Records of Authorized discharges to surface waters	Records documenting permit requirements for monitoring and processing the surface discharge of wastewater generated from treatment of water contaminated by petroleum substances, and discharges to surface waters from locally owned or operated activities including ready-mixed concrete plants and concrete products plants and their associated facilities, sand and gravel mining and processing facilities, motor vehicle cleaning facilities, and petroleum bulk stations and terminals	PW 5450-07A 3 years

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Records Series Title	Records & Comments	State Retention Number Legal Retention
Waste Generators - Records of Hazardous waste	<p>Hazardous waste - Operation records of generators of hazardous waste regarding the quantities generated and shipped off-site for storage. For retention requirements of records for local government-owned facilities that store, process, or dispose of hazardous waste, see Part 3 of Local Schedule UT (Records for Utility Services).</p> <p>(1) Records of any test results, waste analyses, or other methods used to determine if waste is hazardous.</p> <p>(2) Manifests and shipping papers, such as monthly shipment summaries and exception reports, retained by generators of hazardous waste.</p> <p>(3) Annual summary reports submitted by the generator to the Texas Commission on Environmental Quality.</p> <p>Retention Note: The retention period for the following records maintained by generators of hazardous waste is extended automatically during the course of any unresolved enforcement action regarding the regulated activity.</p>	<p>PW 5450-07B</p> <p>3 years after the waste was last sent to an off-site or off-site storage, processing, or disposal facility.</p> <p>3 years</p> <p>3 years</p>

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Records Series Title	Records & Comments	State Retention Number Legal Retention
Waste Generators - Records of Spill prevention and control	<p>Spill prevention and control.</p> <p>(1) Notifications of all discharges or spills required to be reported by regulations of the Texas Commission on Environmental Quality such as any quantity of oil, hazardous substances, or other substances, discharged or spilled into or which may enter water in the state if not immediately contained, controlled, or removed, any discharge or spill during transportation, any discharge or spill which presents an imminent and substantial endangerment to public health or public safety; etc.</p> <p>(2) Records of all discharges or spills and historical contamination, not subject to notification requirements, and maintained by facilities registered with the Texas Commission on Environmental Quality as a solid waste generator.</p>	<p>PW 5450-07C</p> <p>3 years</p> <p>3 years</p>
Waste Generators - Records of Used oil filters	Used oil filters - Shipping documentation retained by generators of used oil filters.	PW 5450-07D 3 years
Waste Generators - Records of Whole used or scrap tires	Whole used or scrap tires - Manifests, work orders, invoices, daily logs, or other documentation used to support activities related to the accumulation, handling, and shipment of whole used or scrap tires.	PW 5450-07E 3 years

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Aviation Department
Records Retention Schedules

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Patrick Carreno
Director
Aviation Department

Date

Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series.
Revision -20240131— added “grant documentation” to the description for Construction Project Files

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