

COUNTY AIRPORT BOARD

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
95-311	Personnel Files	Permanent in office.
95-312	Employee Medical and Exposure Records (Relates to employees who are or have been exposed to toxic substances or harmful physical agents.)	Retain for duration of employment plus 30 years, then destroy.
95-313	Training Files (Includes training program records, not limited to right-to-know, defensive driving, C.P.R.-first aid and safety, basic emergency medical care, aircraft rescue fire fighting, disasters, and bloodborne pathogens.)	Retain until superseded or 4 years after employee terminates, then destroy at discretion of airport manager.
95-314	Line Training and Inspection Records (Includes fire safety inspections of airport fueling agents.)	Permanent in office.
95-315	Air Traffic Controller Drug Testing Records (Includes regulations and employee tests.)	Permanent in office.
95-316	Unsuccessful Applicants and Job Opportunity Packets (Includes applications, resumés, interview questions and comments, and reference checks.)	Retain 2 years, then destroy.
95-317	Employee Accident and Other Labor-Related Statistical or Informational Reports (Includes workers' compensation, occupation injuries and illnesses surveys, report of employment, payroll, and hours.)	Retain 5 years, then destroy.
95-318	Payroll Records and Related Reports (Includes payroll checks, various payroll and management reports, and W-2's.)	Retain 5 years, then destroy.

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95-319	Accounts Payable Records (Includes purchase orders, vouchers, invoices, packing slips, check registers, cancelled/voided checks, bank statements, and financial reports/computer printouts.)	Retain 6 years, then destroy.
95-320	Accounts Receivable Records and Revenue Receipts (Includes statements, invoices, and receipts.)	Retain 5 years, then destroy.
95-321	Affidavits of Publications and Legal Notices from Newspapers	Retain 6 years, then destroy.
95-322	Fiscal Year Budget Records (Includes payroll/salary records, operational budgets and expenditures, revenue reports, and capital outlay and construction records.)	Retain 6 years, then destroy.
95-323	Leases (Includes leases for land, hangar space, and terminal space.)	Retain 5 years after expiration of lease, then destroy.
95-324	Property Survey Data and Maps/Plans	Permanent in office.
95-325	Airport Improvement Project Records (Includes project files for repairs and new construction, grant records, requests for payments, and other financial records.)	Permanent in office.

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AIRPORT MANAGER'S RECORDS		
95-326	Administration Files (Includes correspondence, agreements, and vendor and product information files.)	Retain 5 years, then destroy at discretion of agency director.
95-327	Airport Security/FAA Security Records (Includes pass applications, accident/incident reports, bulletins, agreements, correspondence, standards, rules and regulations, etc.)	Permanent in office.