

DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

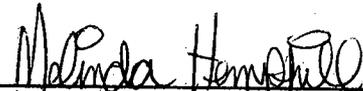
DIVISION OF AVIATION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

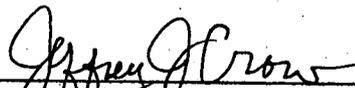
DIVISION OF AVIATION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

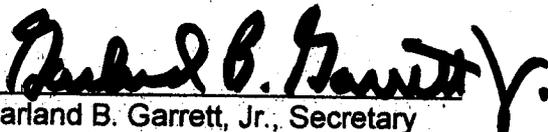
APPROVAL RECOMMENDED

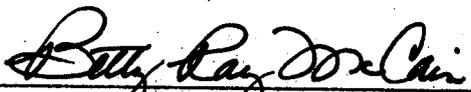

Melinda Hemphill, Chief Records Officer
Department of Transportation


Willard G. Plentl, Jr., Director
Division of Aviation


Jeffrey D. Crow, Director
Division of Archives and History

APPROVED


Garland B. Garrett, Jr., Secretary
Department of Transportation


Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION

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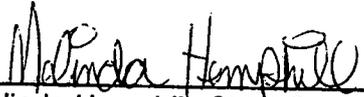
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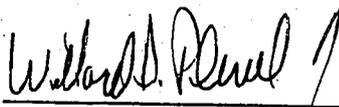
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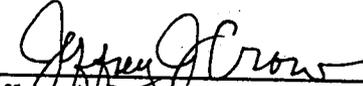
DIVISION OF AVIATION

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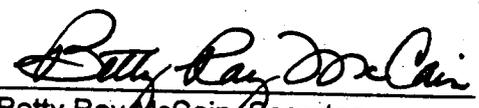

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December 20, 1996

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
AUTOMATION SERVICES UNIT**

ITEM 16398. COMPUTER OPERATIONS MANAGEMENT FILE.

Records concerning the management of the computer operations. File includes correspondence, training records, operation manuals, instructional materials, documentation on special computer projects, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
AVIATION DEVELOPMENT UNIT**

ITEM 39487. AIRPORT DEVELOPMENT PROJECT FILE.

Records concerning North Carolina public airports development. File includes project status reports, consultant's reports, correspondence, airport layout drawings, specifications, environmental documents, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Federal/State/Local Grant File (Item 3955) upon completion of project.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
AVIATION PLANNING UNIT**

ITEM 16403. AIRPORT MASTER RECORD FILE.

Records concerning each public and privately owned/public use airport in North Carolina. File includes Federal Aviation Administration Airport Master Record (Form 5010) and airport layout drawings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16404. NORTH CAROLINA AVIATION PLANNING FILE.

Records concerning aviation growth. File includes correspondence and aviation studies completed by outside consultants. File also includes pamphlets, brochures, general planning information from other states, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16405. MASTER PLAN FILE.

Master plans of public-owned airports in North Carolina. File also includes aviation studies prepared by consultants on specific airports in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16410. AIRPORTS PLANNING AND DEVELOPMENT HISTORY FILE.

Records concerning the history of private and public airports. File includes correspondence, specifications, airport layout drawings, photographs, construction permits, diagrams, site maps, inspection records, copies of rules and regulations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 39491. ADMINISTRATIVE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the Aviation Planning Unit. Electronic files on hard drives and magnetic disks include airport master record drawings, pavement management drawings, airport master plans, airport safety program files and the airport information management system database.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update periodically. Erase in office magnetic disks and hard drive files when administrative value ends and/or when backed-up on floppy disks.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
DIRECTOR'S OFFICE**

ITEM 16374. DIRECTOR'S CORRESPONDENCE FILE.

Records concerning the Division of Aviation. File includes correspondence written to and received from Department of Transportation officials, Federal Aviation officials, state agencies, and other individuals. File also includes copies of annual reports, policy and procedures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16376. AVIATION SUBJECT FILE.

Records concerning aviation, airports, and aircraft operations. File includes correspondence, budget materials, policies, procedures, and funding reports. File also includes documentation on Global TransPark, First Flight projects, and other special projects related to aviation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16380. OTHER STATES AVIATION AGENCIES FILE.

Reference copies of newsletters, correspondence, and bulletins concerning aeronautics in other states. File also includes documentation on aviation activities; and laws, rules and regulations governing airports in other states.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16384. LEGISLATIVE RECORDS FILE.

Records concerning funding, aviation issues, and appropriations for aviation and air transportation. File includes reference copies of correspondence, memorandums, copies of federal and state guidelines, copies of proposals for legislative and/or congressional committees. File also includes copies of bills introduced for legislation.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16387. SPEECH FILE.

Reference copies of speeches of interest to the director.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
OPERATIONS AND SAFETY UNIT**

ITEM 16399. FLIGHT APPROVAL SHEETS FILE.

Completed flight approval sheets received concerning the use of each airplane. Flight sheets list dates of flights, destination of flights, flight times, number of passengers, purpose of flights, signature of authority, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 16400. FLIGHT SCHEDULE FILE.

Records concerning the schedule of each airplane to be flown. File includes documentation on specific instructions and/or special remarks given to pilots, proposed time of flights, number of passengers, names of assigned crew members, and other related records. Information entered into Flight Schedule Database (Electronic) File (Item 39497).

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 16401. FLIGHT SHEET FILE.

Records concerning the conduct of each flight. File includes documentation on actual flight times, flight destinations, flight conditions, pilot flight times, number of passengers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 16402. NAVIGATIONAL SYSTEMS FILE.

Records concerning fixed navigational systems. File includes correspondence, publications, guidelines, and other related records pertinent to navigation.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 16406. AVIATION MAINTENANCE RECORDS FILE.

Records concerning maintenance of airplanes. File includes schedule of maintenance, documentation on parts ordered, copies of maintenance agreements and warranties, record of repairs performed, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16407. AVIATION SAFETY PROGRAM FILE.

Records concerning the Aviation Safety Seminars and Education Program. File includes correspondence, pamphlets, publications, safety reports, and other related records. Information entered into Aviation Safety Program Database (Electronic) File (Item 39496).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 16408. AIRCRAFT SAFETY FILE.

Correspondence concerning aircraft operations and maintenance safety rules and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39496. AVIATION SAFETY PROGRAM DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the Aviation Safety Seminars and Education Program. Electronic file includes drafts of correspondence, memorandums, statistical reports, registration lists, seminars graphics (i.e. mailers, agendas, and posters), and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic file routinely. Erase in office magnetic disks and hard drives when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
OPERATIONS AND SAFETY UNIT**

ITEM 39497. FLIGHT SCHEDULE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the schedule of each airplane to be flown. Electronic file includes documentation on specific data, instructions, and/or special remarks given to flight participants (i.e. passenger trip support personnel, flight crews, and mechanics), proposed times of flights, number of passengers, names of assigned crew members, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic file routinely. Erase in office magnetic disks and hard drives when administrative value ends.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
SUPPORT SERVICES UNIT**

ITEM 3955. FEDERAL/STATE/LOCAL GRANT FILE.

Grants awarded to municipalities for airport development. File also includes correspondence, consultant's records, maps, documentation on funding of airports development projects, copies of payment transmittals and requests, copies of work orders and change orders, grant agreements, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 16373. AERONAUTICS COUNCIL MINUTES OF MEETINGS FILE.

Official minutes of meeting of the aeronautics council. File also includes attachments and agendas. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 16375. AERONAUTICS COUNCIL FILE.

Records concerning the Aeronautics Council. File includes correspondence, membership records, list of governor's appointees, expense vouchers, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 39500. CONSULTANTS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning Airports Engineering Consultants. Electronic file includes names of consultants, names of companies, telephone and facsimile numbers, addresses, and other related data. (Electronic files are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Consultants Printouts File (Item 39501) upon receipt. Update in office electronic file routinely.

ITEM 39501. CONSULTANTS PRINTOUTS FILE.

Computer generated printouts produced from Consultants Database (Electronic) File (Item 39500). Printouts list names of consultants, names of companies, telephone and facsimile numbers, addresses, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39507. PUBLIC-OWNED AIRPORTS SPONSORS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning airport sponsors who have been entrusted with the development and management of public-owned airports within their community. Electronic file includes names of airports, addresses, names of sponsors, names of organizations, telephone numbers, congressional districts, and other related data. (Electronic files are maintained by State Information Processing Services (SIPS).)

DISPOSITION INSTRUCTIONS: Transfer printed copy to Public-Owned Airports Sponsors Printouts File (Item 39508) upon receipt. Update in office electronic file routinely.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF AVIATION
OFFICE OF THE DIRECTOR
SUPPORT SERVICES UNIT**

ITEM 39508. PUBLIC-OWNED AIRPORTS SPONSORS PRINTOUTS FILE.

Computer generated printouts produced from Public-Owned Airports Sponsors Database (Electronic) File (Item 39507). Printouts includes names of airports, addresses, names of sponsors, names of organizations, telephone numbers, congressional districts, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.