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DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 840

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RECORDS RETENTION AND DISPOSAL SCHEDULE

| Department of Transportation | | State Aviation Administration |
|------------------------------|--|--|
| AGENCY | | DIVISION |
| Item No. | Description | Retention |
| | This Records Retention Schedule supersedes Schedule No. 263 of the former State Aviation Commission approved by the Board of Public Works on September 17, 1956. | |
| | <u>A. General Accounting Records</u> | |
| 1 | Certificates of Deposit and Bank Deposit Slips | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 2 | Distribution of Charges | |
| 3 | Memorandum of Adjustments | |
| 4 | Monthly Report of State Funds Collected and Deposited | |
| | <u>B. Special Accounting Records</u> | |
| 1 | Legislative Audit Reports | Retain for ten (10) years; then destroy. |
| 2 | Audit Reports by Agencies/Persons other than Legislative Auditors | Retain permanently. May be transferred to the State Records Center one (1) year after receipt. |
| 3 | Books of Final Entry-General Ledgers | Retain permanently. May be transferred to the State Records Center after audit. |
| | <u>C. Miscellaneous Accounting Records</u> | |
| 1 | Bank Books, Statements and Deposit Receipts | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 2 | Cancelled Checks, Check Copies and Check Stubs | |
| 3 | Delivery Orders and Receipts | |
| 4 | Gas Withdrawal Tickets and Mileage Reports | |
| 5 | Paid Bills and Invoices | |
| 6 | Receipt Copies and Stubs | |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

12/15/80 *Evelyn M. Kellner*
Date Signature Title

Date State Archivist

Evelyn M. Kellner Chief, Administrative Services

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|--|
| | <u>C. (Continued)</u> | |
| 7 | Reconciliation and Trial Balance Sheets | |
| 8 | Requisitions and Purchase Orders | |
| 9 | Stock Record Cards | |
| | <u>D. Purchasing Records</u> | |
| 1 | Purchase Orders (SAA-018) and Requisitions (SAA-023) Record of purchases made by Administration and requests submitted by employees. | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 2 | Quotation (SAA-056) Record of requests made for price quotations on purchases of Administration. | Destroy 1 year after quote received. |
| 3 | Notice of Award Record of commitment made to vendor for purchases by Administration. | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 4 | Stock Record Cards Index file system of stock maintained by Administration in warehouse inventory. | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 5 | Request for Material (SAA-024) File of requests for Warehouse-stocked items by Administration employees. | Destroy after 15 months. |
| 6 | Out-of-Schedule Requisitions (FB-100) Request for purchase over \$200 by Administration to the Department of General Services. | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| | <u>E. Personnel/Employment Records</u> | |
| 1 | Bi-Weekly Time Cards (SHA-30.9-601-R) (Yellow copy) Office copy of Bi-Weekly Time Card submitted to Payroll Office. | Retain for (3) three years and until all audit requirements have been fulfilled, then destroy. |
| 2 | Bi-Weekly Time Report (SAA-015) Employee report of hours worked on a daily basis. | Destroy after one (1) year. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|--|
| | <u>E. (Continued)</u> | |
| 3 | Employee Personnel Folders (Terminated) Individual employee folders containing appointment forms, resumes, and applications of individual's employment record with Administration. | Transfer to State Record Center 1 year after termination date; destroy 15 years after termination date. |
| 4 | Employee Personnel Folders (Active) Individual employee folders containing appointment forms, resumes and applications of individual's employment record with Administration. | Retain until employee terminated; transfer to State Record Center 1 year after termination date; destroy 15 years after termination date. |
| 5 | Workmen's Compensation and Accident Reports (S.F.1; 34C-41R2) (OSHA 200) Record copy of claims for Workmen's Compensation and Accident Reports of on-the-job injuries. | Retain for five (5) years following the end of the calendar year to which they relate at office site; then destroy. |
| 6 | Employee Status Tickets (SHA 30.0-517-R; 518A; 30.0-518-R) Individual record of employee's status with Administration from entry date through reclass actions, general salary increases and increment dates until termination or retirement. | Retain until employee terminated; transfer to inactive file for 2 years; transfer to State Record Center; destroy 15 years after termination or retirement date. |
| 7 | Individual and Responsibility Center Leave Print Out Computer print-out from Payroll Department of individual and responsibility center indicating leave taken and available. | Destroy after 1 year. |
| 8 | Position Control Status Reports Computer print-out from Payroll Department of position and vacancy report of the Administration. | Destroy after 1 year. |
| | <u>F. Budget and Fiscal Planning Records</u> | |
| 1 | Budget Work Sheets | Retain for three (3) years and until all audit requirements have been fulfilled; then destroy. |
| 2 | Budget Estimates | |
| 3 | Budget Amendments | |
| 4 | Budget Requests | |
| 5 | Materials and Supplies Physical Inventory | |
| 6 | Report of Fixed Assets | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------------------------------|--|--|
| <u>G. Administrative Records</u> | | |
| 1 | Correspondence (General) Letters and memoranda which reflect the routine operations of the Administration. | Screen file annually and destroy when no longer needed. |
| 2 | Executed Contracts Executed copy of leases, agreements, letter agreements, and contracts entered into by the Administration. | Originating office (only) to maintain in active file during term of contract; microfiche/film record documents and retain for 20 years; destroy hard-copy document after processing. |
| 3 | Chronological Files Non-record copy (pink tissue) of all correspondence sent out by Administration kept for informational purposes only. | Destroy after 24 months. |
| 4 | Reading Files Non-record copy (blue or white tissue) of correspondence generated by Executive Staff and/or Office Director and Section Chiefs routed for informational purposes only. | Destroy after 3 months. |
| 5 | Activity Reports Report of activities of SAA office submitted to Administrator and report of Administration activities submitted to Secretary. | Originating office (only) to maintain in active file for one (1) year; destroy after five (5) years. |
| <u>H. Legal Records</u> | | |
| 1 | Claims/Litigation Records Legal proceedings/hearings entered into by on or behalf of Administration. | Transfer to State Record Center 1 year after settlement of claim/litigation; retain permanently. |
| 2 | State Intervention of CAB Dockets Official position documents/papers of State of Maryland entered into by the Administration in air service regulatory activity before the Civil Aeronautics Board. | Transfer to State Record Center 1 year after Docket becomes inactive; retain permanently. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| m No. | Description | Retention |
|--|--|---|
| I. <u>Aircraft/Pilot Registration Records</u> | | |
| 1 | <p>Application for Registration of Aircraft (SAA-163)</p> <p>Completed application form from owner of aircraft for registration of aircraft from which aircraft registration certificate is issued.</p> | <p>Retain for 1 year after aircraft registration certificated issued; then destroy.</p> |
| 2 | <p>Application for Registration of Pilot (SAA-162)</p> <p>Office-use only form for preparation of input for computer listing of individuals on mailing list for general aviation purposes.</p> | <p>Retain until verification of inclusion on mailing list; then destroy.</p> |
| 3 | <p>Aircraft Registration Certificate (SAA-168)</p> <p>Record copy of aircraft registration certificate sent to registered owner showing owner's name, address; make model, FAA number, etc. of aircraft registered; and registration fee paid.</p> | <p>Retain for (3) three years or until all audit requirements have been fulfilled, then destroy.</p> |
| J. <u>General Aviation Records</u> | | |
| 1 | <p>Airport Files</p> <p>Individual file on each private or public use general aviation facility in Maryland licensed by the Administration which includes airport plans and specifications, inspection reports, license renewal, grant programs and miscellaneous correspondence.</p> | <p>Screen annually and destroy non-record* material; transfer ^{record} material to State Record Center one (1) year after file becomes inactive; retain permanently.</p> |
| 2 | <p>Air Schools Files</p> <p>Individual file on each private or public air school licensed in Maryland by the Administration which includes inspection reports, license renewals and miscellaneous correspondence.</p> | <p>Screen annually and destroy non-record* material; transfer to Record Center one (1) year after file becomes inactive; retain permanently.</p> |
| 3 | <p>Helipad/Heliport Files</p> <p>Individual file on each helipad or heliport licensed in Maryland by the Administration and which includes inspection reports, license renewals and miscellaneous correspondence.</p> | <p>Screen annually and destroy non-record* material; transfer record material to storage one (1) year after file becomes inactive; retain permanently.</p> |
| 4 | <p>Maryland Airport Directory</p> <p>Production background material which goes into printing Maryland Airport Directory.</p> | <p>Destroy background material six months after current edition printed.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| m No. | Description | Retention |
|--|--|--|
| J. (Continued) | | |
| 5 | <p>Maryland Aeronautical Map</p> <p>Production background material which goes into printing Maryland Aeronautical Map.</p> | <p>Destroy background material six months after current edition printed.</p> |
| <p>*NOTE: <u>Non-Record</u> material consists of any materials created or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications, and reproduced documents. Common types of non-record material include pamphlets, manuals, extra copies of reproduced directives, circular letters, extra copies of documents maintained for convenience; such as reading, tickler, and suspense file copies of correspondence, work papers; such as drafts of letters or memoranda, shorthand notes and notebooks that have been transcribed; and other temporary papers used to control internal work in progress.</p> | | |
| K. <u>Engineering Records</u> | | |
| 1 | <p>As-Built Drawings</p> <p>Blueprints of all engineering and construction activities of the Administration on "as-built" basis.</p> | <p>Retain original copy permanently in active file; reduce to microfiche/film copy, if available and retain for 25 years, then destroy.</p> |
| 2 | <p>Building Permits (BWI)</p> <p>Individual file on applications for modification to existing facilities or construction of new facilities at Baltimore/Washington International Airport by tenant/lessees.</p> | <p>Retain in active file for 25 years; reduce to microfiche/film copy if available and retain for 5 years, then destroy. Destroy hard-copy documents after processing.</p> |
| 3 | <p>Installation Permits (BWI)</p> <p>Individual file on applications for installation of signs, displays, fixtures, equipment, furniture or other physical property at Baltimore/Washington International Airport by tenant/lessees.</p> | <p>Retain in active file for 25 years; reduce to microfiche/film copy if available and retain for 5 years, then destroy. Destroy hard-copy documents after processing.</p> |
| 4 | <p>Real Estate Maps and Deeds</p> <p>Real estate maps of BWI Airport and vicinity and deeds to various parcels of Administration property.</p> | <p>Retain permanently in active file.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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| Item No. | Description | Retention |
|----------|---|--|
| | <u>K. (Continued)</u> | |
| 5 | Floor Plans Physical layout drawings of various areas. | Retain original copy in active file for 25 years; reduce to microfiche/film copy, if available; retain for 25 years; then destroy. |
| 6 | Blueprints Blueprint drawings of various projects, plans, and areas of Administration. | Retain original copy in active file for 25 years; reduce to microfiche/film copy, if available; retain for 25 years then destroy. |
| 7 | Architectural/Engineering Agreements Record copy of agreements executed by Administration for architectural/engineering projects. | Originating office (only) to maintain in active file during term of agreement; microfiche/film record documents and retain for 25 years; then destroy; destroy hard-copy documents after processing. |
| | In-House Engineering Projects File of all engineering projects performed in-house by Administration. | Maintain in active file for one year after completion of project; microfiche/film documents; retain for 15 years; then destroy; destroy hard-copy documents after processing. |
| | <u>L. Federally-Funded Programs</u> (Required by Federal Record Retention Guide, January 1, 1978; Federal Aviation Regulations Part 152 Airport Aid Program, December 1974). | |
| 1. | Documentary Evidence Invoices, cost estimates, payrolls, appraisal reports, negotiation documents connected with federally funded projects. | Retain for 3 years after date of submission of final expenditure report and until final audit; then destroy. |
| 2 | Evidence of Payment Vouchers, canceled checks or warrants, and receipts for cash payments connected with federally funded projects. | Retain for 3 years after date of submission of final expenditure report and until final audit; then destroy. |
| 3 | Unresolved Audit Findings Reports from federal audit resulting in initially unresolved findings. | Retain all records until audit findings have been resolved; then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 840

PAGE
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| Item No. | Description | Retention |
|----------------------------|--|---|
| <u>M. Public Relations</u> | | |
| 1 | <p>Statistics (BWI and GLMSA)</p> <p>Statistical data received from airlines and agencies serving BWI and GLMSA on number of flights, amount of freight shipped, etc. and then compiled into comprehensive analyses.</p> | <p>Retain computer program input received for compilation for 1 year after issuance of summary, then destroy. Retain original summary of statistics permanently, offer to the Hall of Records for historical retention.</p> |
| 2 | <p>Press Releases</p> <p>File of press releases on activities and events of Administration.</p> | <p>Retain original press release for 2 years; destroy excess copies; transfer to State Record Center; destroy after 25 years.</p> |
| 3 | <p>Publications</p> <p>Production background material and one copy of printed matter on various publications of Administration.</p> | <p>Retain working papers and blue line copy for 1 year after publication issued, then destroy. Retain 1 copy of publication in file permanently, for eventual transfer to the Hall of Records. Destroy all others after ten (10) years.</p> |
| 4 | <p>Photographs</p> <p>File of photo prints on activities and events of Administration.</p> | <p>Retain in active file for one year after use, screen and retain historical photos in inactive file permanently. Destroy all others after 10 years</p> |
| 5 | <p>Newspaper Clippings</p> <p>Scrapbook of newspaper clippings on items involving Administration activities or events.</p> | <p>Retain in active file for 1 year; offer scrapbook to the Hall of Records for historical retention.</p> |
| 6 | <p>Special Projects</p> <p>File of activities/events of Administration requiring special promotional efforts.</p> | <p>Retain for (15) fifteen years, then destroy.</p> |
| 7 | <p>Flight Guide</p> <p>Production background material and one copy of printed matter on publication of flight schedules to/from BWI.</p> | <p>Retain input received and blue line copy for compilation for 6 months after issuance of Flight Guide issue, then destroy. Retain 1 copy of publication in file for 6 years, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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| m No. | Description | Retention |
|----------------------|--|---|
| <u>N. Operations</u> | | |
| 1 | <p>BWI Operations Log (SAA-140)</p> <p>Daily report of activities reported to or initiated by SAA Operations Center in connection with continuous operation of BWI Airport.</p> | <p>Transfer one calendar year's Logs to State Record Center 3 months after end of calendar year; retain for 20 years; then destroy.</p> |
| 2 | <p>GLMSA Operations Log (SAA -)</p> <p>Daily report of activities reported to or initiated by operations/management personnel in connection with continuous operation of GLMSA.</p> | <p>Transfer one calendar year's Logs to State Record Center 3 months after end of calendar year; retain for 20 years; then destroy.</p> |
| 3 | <p>BWI Medical Facility Log (SAA-059)</p> <p>Daily report of activities reported to or initiated by BWI Medical Facility.</p> | <p>Transfer one calendar year's Logs to State Record Center 3 months after end of calendar year; destroy after 20 years.</p> |
| 4 | <p>BWI Gate Assignments (SAA-142)</p> <p>Written assignment of aircraft to gate positions at BWI.</p> | <p>Transfer one calendar year to State Record Center 3 months after end of calendar year; destroy after 3 years.</p> |
| 5 | <p>NOTAMS (BWI and GLMSA) (SAA-135 and 008)</p> <p>File of notices to Airmen on condition on airfield at BWI and GLMSA.</p> | <p>Transfer one calendar year to State Record Center 3 months after end of calendar year; destroy after 3 years.</p> |
| 6 | <p>BWI Charter and Diversion Schedule (SAA-143)</p> <p>File of aircraft charters departing from BWI or diversions to BWI.</p> | <p>Transfer one calendar year to State Record Center 3 months after end of calendar year; destroy after 3 years.</p> |
| 7 | <p>BWI Airfield Operator Permit Application (SAA-145)</p> <p>File on individual application for airfield operator permit.</p> | <p>Retain for (3) three years after termination date, then destroy.</p> |
| 8 | <p>Fire/Rescue Service Daily Activity Sheets (SAA-084)</p> <p>Shift-officer's record of his daily assignment of personnel and equipment.</p> | <p>Transfer to State Record Center after 3 years; destroy after 25 years.</p> |
| 9 | <p>Fire/Rescue Service Response Reports (SAA-082)</p> <p>Record of occurrences of all emergency activity at BWI Airport.</p> | <p>Transfer to State Record Center after 3 years; destroy after 25 years.</p> |
| 10 | <p>Fire/Rescue Service Log Books</p> <p>Record of all daily communications of Fire/Rescue Service.</p> | <p>Transfer to State Record Center after 3 years; destroy after 25 years.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| m No. | Description | Retention |
|----------|--|---|
| | O. <u>Environmental and Master Planning (BWI and GLMSA)</u> | |
| 1 | Grant Application File of grant application to federal government for environmental and master planning activities of Administration. | Retain in active file until grant expires and final audit; retain as reference for 10 years; then destroy. |
| 2 | Recordings/Transcripts of Public Hearings Taped recordings of public hearings and typed transcripts of tapes, if any. | Retain transcript of public hearings after transcription; transfer to State Record Center 1 year after file becomes inactive; destroy after 30 years. |
| 3 | Noise Complaint Forms (SAA-011) Written report of noise complaints telephoned into BWI and GLMSA. | Retain in active file for 20 years; then destroy. |
| 4 | Noise Complaint Log (SAA-158) Running account of noise complaints transferred from Noise Complaint Form. | Retain in active file for 20 years; then destroy. |
| 5 | Airport Zoning Permit Applications (SAA-010) Written request for permission to initiate construction within Airport Noise Zone. | Retain in active file for 5 years; transfer to State Record Center; destroy after 10 years. |
| 6 | Request for Variance (SAA-176 and 177) Written request for variance under Airport Noise Zone. | Retain in active file for 10 years; transfer to State Record Center; destroy after 15 years. |
| 7 | Survey Responses Passenger response input data in connection with Maryland Aviation System Plan. | Retain for (10) ten years after completion of project, then destroy. |
| 8 | Consultant Progress Reports. Periodic reports received from outside consultants on environmental and master planning projects. | Retain for (15) fifteen years after completion of project, then destroy. |
| 9 | Invoices Bills for services rendered by outside consultants. | Retain for (3) three years or until all audit requirements have been fulfilled, then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|---|
| | <u>O. (Continued)</u> | |
| 10 | Contracts Copies of contracts entered into by the Administration. | Originating office (only) to maintain in active file during term of contract; microfiche/film record documents and retain for 20 years; destroy hard-copy documents after processing. |
| | <u>P. Maintenance Records</u> | |
| 1 | Maintenance Directives Memoranda-like statements of policy and procedures for various maintenance activities. | Retain until superseded or rescinded. |
| 2 | Preventive Maintenance Checklists Record of preventive maintenance checks made of various Administration equipment/facilities. | Retain for one year in active file; destroy after 2 years. |
| 3 | Record of Inspection of Facilities Leased by the Administration. | Originating office (only) to maintain in active file during term of contract; microfiche/film record documents and retain for 20 years; destroy hard-copy document after processing |
| 4 | Facility/Equipment Lease Check-Out/Check-In Forms Record of facility/equipment condition rented on short-term basis to tenant. | Retain in inactive file for one year after rental termination; destroy after two years. |
| 5 | Service and Other Maintenance Logs (SAA-031,147) Daily record of requests for maintenance repairs and service. | Retain for two years after service requested completed; then destroy. |
| 6 | Work Orders (SAA-138) Written request for new work or renovation of Administration property. | Retain for two years following completion of Work Order; then destroy. |
| 7 | Requisitions for Contractual Service Copies of Facilities Maintenance requisitions for contractual service of less than \$5,000. | Retain for two years from date of Requisition; then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|---|
| | <u>P. (Continued)</u> | |
| 8 | Terminal Expansion Program (Maintenance-Related Records) Letters, correspondence and other documents related to maintenance aspects of TEP. | Retain in active file for two years; microfiche/film record documents and retain permanently; destroy hard-copy document after processing. A |
| | <u>Q. Department Policies and Administration Directives</u> | |
| 1 | DOT Policies Officially promulgated DOT Policy for inclusion in DOT Policies and Directives Reference Manual. | Reference Manual Control Element (Chief, Administrative Services) <u>only</u> to retain all DOT Policies permanently; all other holders of DOT Policies destroy Policy when superseded. |
| 2 | SAA Directives Officially promulgated SAA Directive for inclusion in DOT Policies and Directive Reference Manual. | Reference Manual Control Element (Chief, Administrative Services) <u>only</u> to retain all SAA Directives Permanently; all other holders of SAA Directives destroy Directive when superseded. |
| 3 | Incoming Mail Log (SAA-207) Record of correspondence received by member of public as part of Citizen Response Plan. | Retain for one year after date of last entry; then destroy. |
| 4 | Telephone Message form (National form #46-848 or equivalent) Pre-printed carbonized pads for recording telephone messages from members of the public as part of Citizen Response Plan. | Destroy original of telephone message form once return message is completed; destroy the duplicate copy of the telephone message form one year after the last date a message has been recorded. |
| 5 | <u>BWI Information/Communications Center Local Terminal Messages form (SAA-175)</u> Record of requests for paging/announcement requests in BWI Terminal Building. | Retain for one year after date of last entry; then destroy. |
| 6 | BWI Incident Report and BWI Incident Log (SAA-040 and 041) Record of complaints made by members of the public on concessionaires/tenants at BWI Airport which provide services to the public. | Retain in active file for one year; then transfer to inactive file for two years and then destroy. |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|-------------|--|--|
| | <p>R. Minutes of the State Aviation Commission <u>(November 10, 1943-June 30, 1971)</u></p> <p>Minutes of the Commission showing all important actions, policy decisions, etc.</p> | <p>Retain permanently and offer to the Hall of Records for historical retention.</p> |