

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE AVIATION ADMINISTRATION

Administration

AGENCY

DIVISION

Item No.	SUPERSEDES SCHEDULE 840 & 840A Description	Retention
	<u>General Administrative</u>	
	<u>A. Personnel/Employment Records</u>	
	Bi-Weekly Time Report (SAA-015) Employee report of hours worked on a daily basis.	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
	<u>B. Procurement and Purchasing Records</u>	
	Request for Material (SAA-024) Originator's file copy of requests for Warehouse - stocked items by Administration employee.	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
	<u>C. Administrative Records</u>	
1	Correspondence (General) Letter and memoranda which reflects the routine operations of the Administration.	Screen file annually and destroy non-record material 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) of all correspondence sent out by Administration kept for informational purposes only.	Destroy after 24 months.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12-02-87

*Richard M. [Signature]*

Chief,  
Administrative  
Services

Date

Signature

Title

1/27/87

*Edward [Signature]*

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
4	<p>Reading Files</p> <p>Non-record copy (blue or white) of correspondence generated by Executive Staff and/or Office Director and Section Chiefs routed for informational purposes only.</p>	<p>Destroy after three (3) months.</p>
5	<p>Activity Reports</p> <p>Report of activities of SAA office submitted to Administrator and report of Administration activities submitted to Secretary.</p>	<p>Originating office (only) to maintain in active file for one (1) year; destroy after three (3) years.</p>
<p><u>D. Department Policies and Administration Directives</u></p>		
1	<p>DOT Policies</p> <p>Officially promulgated DOT Policy for inclusion in DOT Policies and Directives Reference Manual.</p>	<p>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.</p>
2	<p>SAA Directives</p> <p>Officially promulgated SAA Directive for inclusion in DOT Policies and Directives Reference Manual.</p>	<p>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.</p>
3	<p>Incoming Mail Log (SAA-207)</p> <p>Record of correspondence received.</p>	<p>Retain for one (1) year after date of last entry; then destroy.</p>
4	<p>Telephone Message (National form #46-848 or equivalent)</p> <p>Pre-printed carbonized pads for recording telephone messages.</p>	<p>Destroy original of telephone message once return message is completed; destroy the duplicate copy of the telephone message one (1) year after the last date a message has been recorded.</p>
5	<p>Recordings/Transcripts of Public Hearings</p> <p>Taped recordings of public hearings and typed transcripts of tapes, if any.</p>	<p>Retain transcript of public hearings after transcription; transfer to State Records Center one (1) year after file becomes inactive; destroy after 15 years.</p>

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Item No.	Description	Retention
6	<p>Requests for Release of Public Records</p> <p><u>NOTE:</u> <u>Record Material</u> - Any material (regardless of its physical form) received or created in connection with the transaction of public business of a State Agency or office, which may include papers, books, punched cards, magnetic tapes, photographs, maps, film, sound recordings, or other documentary materials.</p> <p><u>Non-Record Material</u> 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>	Retain for three (3) years then destroy.