

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE AVIATION ADMINISTRATION

Office of Business Administration

AGENCY

DIVISION

Item No.	Description	Retention
<u>Office of Business Administration</u>		
A. <u>Director's Office</u>		
1	Legislative Audit Reports	Retain for ten (10) years; then destroy.
2	Audit Reports by Agencies/Persons other than Legislative Auditors	Retain for ten (10) years; then destroy.
3	Reports to the Legislature	Retain for five (5) years; then destroy.
B. <u>Accounting Section</u>		
1	Certificates of Deposit and Bank Deposit Slips	Items # 1-14: 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	
5	Bank Books, Statements and Deposit Receipts	
6	Cancelled Checks, Check Copies and Check Stubs	
7	Delivery Orders and Receipts	
8	Gas Withdrawal Tickets (SAA-016) and Charges for Gas (SAA-194)	
9	Paid Bills and Invoices	
10	Receipt Copies and Stubs	
11	Reconciliation and Trial Balance Sheets	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12-02-87

William McMillan

Chief,
Administrative
Services

1/27/88

Edward J. ...

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 159

PAGE
NO. 2 of 6

Item No.	Description	Retention
12	Requisitions (SAA-023) and Purchase Orders (SAA-018) Accounting Section copies	
13	Paid Parking Summonses	
14	Payroll Check Registers Computer Printout from Payroll Department.	
15	Books of Final Entry - General Ledgers	Retain permanently. Transfer to Hall of Records after audit.
16	Documentary Evidence** Invoices, cost estimates, payrolls, appraisal reports, negotiation documents connected with federally funded projects.	Retain for three (3) years after date of submission of final expenditure report and until final audit; then destroy.
17	Evidence of Payment** Vouchers, cancelled checks or warrants, and receipts for cash payments connected with federally funded projects.	Retain for three (3) years after date of submission of final expenditure report and until final audit; then destroy.
18	Unresolved Audit Findings** Reports from federal audit resulting in initially unresolved findings.	Retain all records until audit findings have been resolved; then destroy.
<p style="text-align: center;">**<u>Federally Funded Programs</u></p>		
<p>** (Required by Federal Record Retention Guide, January 1, 1978; Federal Aviation Regulations Part 152 Airport Aid Program, December 1974).</p>		
<p>C. <u>Audit Section</u></p>		
1	Internal Audits of SAA	Retain for ten (10) years; then destroy.
2	Audit Reports of Tenants/Concessionaires	Retain for ten (10) years; then destroy.
<p>D. <u>Administrative Services Section</u></p>		
1	Maryland Fleet Operations Management System (MFOMS) Reports	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1159

PAGE
NO. 3 of 6

Item No.	Description	Retention
2	<p>Record of Parking Permit Sales (SAA-174) and BWI Employee Parking Applications (SAA-030)</p> <p>Record of BWI Employee Parking Decal Sales and Applications.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
3	<p>Record of Temporary Parking Permits Issued (SAA-101)</p> <p>Record of Temporary Parking Permits Issued by the Md. State Police</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
4	<p>Minutes of the State Aviation Commission (November 10, 1943-June 30, 1971)</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>
<p><u>E. Procurement and Purchasing Section</u></p>		
1	<p>Purchase Orders (SAA-018) and Requisitions (SAA-023)</p> <p>Record of purchases made by Administration and requests submitted by employees.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
2	<p>Request for Quotation (SAA-056)</p> <p>Record of requests made for price quotations on purchases of Administration.</p>	<p>Destroy one (1) year after quote received.</p>
3	<p>Notice of Award</p> <p>Record of commitment made to vendor for purchases by Administration.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
4	<p>Stock Records Cards</p> <p>Index file system of stock maintained by Administration in warehouse inventory.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
5	<p>Request for Material (SAA-024)</p> <p>File of requests for Warehouse-stocked items by Administration employees.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
6	<p>Out-of-Schedule Requisitions (PB-100)</p> <p>Request for purchase over \$1000 by Administration to the Department of General Services.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
<u>F. Personnel and Training Section</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 three (3) 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.	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
3	Employee Personnel Folders Individual employee folders containing appointment forms, resumes, and applications of individual's employment record with Administration.	Transfer to State Records Center one (1) year after termination date; destroy 15 years after termination date.
4	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 at office site for five (5) years following the end of the calendar year to which they relate; then destroy.
5	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 two (2) years; then transfer to State Record Center; destroy 15 years after termination or retirement date.
6	Individual and Responsibility Center Leave Print Outs Computer print-out from Payroll Department by Individual and responsibility center indicating leave earned, taken and available. Printed bi-weekly and annually.	Retain for three (3) years and until payroll records have been audited; then destroy.
7	Position Control Status Reports Computer print-out from Payroll Department of the Administration's filled and vacant positions.	Destroy after six (6) months.
8	Grievance Appeals, Suspension Appeals and Charges for Removal	Retain for three (3) years after final decision; then forward to State Records Center; destroy after three (3) years.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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<p>G. <u>Budget Section</u></p>		
1	Budget Work Sheets	<p>Items # 1-6: Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>
2	Budget Estimates	
3	Budget Amendments	
4	Budget Requests	
5	Materials and Supplies Physical Inventory	
6	Report of Fixed Assets	
<p>H. <u>Division of Commercial Management</u></p>		
1	Executed Contracts	<p>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.</p>
	Executed copy of leases, agreements, letter agreements and contracts entered into by the Administration.	
2	Record of Inspection of Facilities Leased by the Administration (SAA-151)	<p>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.</p>
	Inspection reports of leased facilities before, during and after lease period.	
<p>I. <u>Financial Analysis Section</u></p>		
1	Tenants/Concessionaires Rates and Charges	<p>Retain in active file while rates and charges are in effect; then forward to State Records Center; destroy after three (3) years.</p>
	Workpapers developed to create rates and charges.	
2	Revenue and expense projection schedules	<p>Retain for one (1) year after final year projected, then destroy.</p>
3	Surveys of other airports	<p>Retain for three (3) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1159

PAGE
NO. 6 of 6

Item No.	Description	Retention
4	<p>Financial Analysis Reports</p> <p>Analysis of financial statements and financial proposals from companies with proposed or existing contracts with the State Aviation Administration.</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>	<p>Retain in active file while contract is in effect or for one (1) year if no contract is executed; then forward to State Records Center; destroy after three (3) years.</p>