

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE AVIATION ADMINISTRATION

Office of ~~Business Administration~~
Marketing & Development

AGENCY

DIVISION

Item No.	Description	Retention
<u>Office of Marketing and Development</u>		
1	<p>Statistics</p> <p>Statistical data received from airlines and agencies serving BWI and MTN on number of flights, amount of freight shipped, etc. and then compiled into comprehensive analyses.</p>	<p>Retain computer program input received for compliance for three (3) years after issuance of summary, then destroy. Retain original summary of statistics permanently; offer to the Hall of Records for historical retention.</p>
2	<p>News Releases</p> <p>File of news releases on activities and events of Administration.</p>	<p>Retain original news release for one (1) year; destroy excess copies; transfer to State Records 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 one (1) year after publication issued; then destroy. Retain one (1) copy of publication in file; transfer to State Records Center; destroy after 25 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 (1) year after use; screen and retain historical photos; destroy all others after ten (10) years. Transfer historical photographs to Hall of Records every year.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12-02-87

Date

[Signature]
Signature

Chief,
Administrative
Services

Title

[Signature]
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p>Newspaper Clippings</p> <p>Scrapbook of newspaper clippings on items involving Administration activities or events.</p>	<p>Retain in active file for one (1) year; microfilm then destroy original documents, retain microfilm for ten (10) years; have Jessup transfer security copy microfilm to 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 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 one (1) year after issuance of Flight Guide issue; then destroy. Retain one (1) copy of publication in file; transfer to State Records Center; destroy after ten (10) years.</p>
8	<p>BWI Information/Communications Center Local Terminal Messages (SAA-175)</p> <p>Record of Requests for paging/announcement requests in BWI Terminal Building.</p>	<p>Retain for one (1) year after date of last entry; then destroy.</p>
<p>NOTE: <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>		