

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE AVIATION ADMINISTRATION

Office of Airport Operations

AGENCY

DIVISION

Item No.	Description	Retention
<u>Office of Airport Operations</u>		
A. <u>BWI Operations Center</u>		
1	Operations Log (SAA-140)  Daily report of activities reported to or initiated by SAA Operations Center in connection with continuous operation of BWI Airport.	Transfer one calendar year's Logs to State Records Center three (3) months after end of calendar year; retain for 20 years; then destroy.
2	Facility/Equipment Lease Check-Out/Check-In Forms (SAA-240)  Record of facility/equipment condition rented on short-term basis to tenant.	Retain in inactive file for one (1) year after rental termination; destroy after two (2) years.
3	BWI Gate Assignments (SAA-142)  Written assignment of aircraft to gate positions at BWI.	Transfer one calendar year's records to State Records Center three (3) months after end of calendar year; destroy after three (3) years.
4	NOTAMS (SAA-008)  File of Notices to Airmen on condition of airfield at BWI.	Transfer to State Records Center three (3) months after end of calendar year; destroy after three (3) years.
5	BWI Charter & Supplemental Carrier Operations (SAA-143)  File of aircraft charters departing BWI or diversions to BWI.	Transfer one (1) calendar year's records to State Records Center three (3) months after calendar year; destroy after two (2) years.
6	BWI Airfield Operator Permit Application (SAA-145)  File on individual application for Airfield Operator permit.	Destroy upon employee's termination from employment at BWI.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12-02-87

Date

*Charles M. ...*

Signature

Chief,  
Administrative  
Services

Title

Schedule Authorized by  
Hall of Records Commission

Date

1/27/88 *Edward ...*

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
7	<p>BWI Incident Report (SAA-041)</p> <p>Record of complaints made by members of the public on concessionaires/tenants at BWI Airport.</p>	<p>Retain in active file for two (2) years; then transfer to State Records Center; destroy after two (2) years.</p>
<p>B. <u>Fire-Rescue</u></p>		
1	<p>Fire-Rescue Service Daily Activity Sheets (SAA-084)</p> <p>Shift-Officer's record of daily assignment of personnel and equipment.</p>	<p>Transfer to State Records Center after one (1) year; destroy after 25 years.</p>
2	<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 Records Center after two (2) years; destroy after 25 years.</p>
3	<p>Fire-Rescue Service Log Books</p> <p>Log of daily Fire-Rescue activities maintained by Communications desk.</p>	<p>Retain for three (3) years; then destroy.</p>
4	<p>Fire Inspection Reports</p> <p>Record of all activities of fire inspection at BWI.</p>	<p>Retain for five (5) years; then destroy.</p>
5	<p>Material Safety Data Sheets</p> <p>Record of Information pertaining to hazardous toxicity of chemicals used at BWI and MTN.</p>	<p>Retain chemical information on list for 40 years after date of last usage of chemical; then remove.</p>
6	<p>Vehicle Maintenance Records (SAA-086, 087, 088, 089, 090, 091, 092, 093)</p> <p>Monthly record of Vehicle Maintenance.</p>	<p>Retain for two (2) years; then destroy.</p>
7	<p>Certification Record</p> <p>Annual certification of BWI Airport by FAA.</p>	<p>Transfer to State Records Center after three (3) years; then destroy after two (2) years.</p>
<p>C. <u>Safety Officer</u></p>		
1	<p>SAA Motor Vehicle Accident Reports &amp; related correspondence</p> <p>Accident Reports regarding State-owned vehicles on BWI and MTN Airport property.</p>	<p>Retain in active file for five (5) years from date of accident; then destroy</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
2	Insurance Carrier correspondence relating to State-owned vehicles and non-aircraft-related accidents on BWI Airport.	Retain in active file for five (5) years from date of accident; then destroy.
<u>D. Commercial Services</u>		
1	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.
2	Record of Temporary Parking Sales (SAA-039) and Applications for Courtesy/Commercial Vehicle Permits (SAA-204)  Application and Record of issuance of Courtesy/Commercial Vehicle Permits and money received.	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
3	Record of Permit Parking Sales (SAA-039) and Applications for Non-Airport Taxicab Medallions (SAA-203)  Application and Record of issuance of Non-Airport Taxicab Medallions and money received.	Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.
<u>E. Maintenance</u>		
1	Maintenance Directives  Statements of policy and procedures for various maintenance activities.	Retain until superseded or rescinded.
2	Preventive Maintenance Checklists (SAA-201)  Record of preventive maintenance checks made of various Administration equipment/facilities.	Retain for one (1) year in active file; destroy after two (2) years.
3	Record of Inspection of Facilities Leased by the Administration (SAA-151)  Inspection Reports of leased facilities before, during and after lease period.	Retain copy for one (1) year; then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
4	<p>Service and Other Maintenance Logs (SAA-031, 147)</p> <p>Daily record of requests for maintenance repairs and service.</p>	<p>Retain for two (2) years after service requested completed; then destroy.</p>
5	<p>Work Orders (SAA-138)</p> <p>Written request for new work or renovation of Administration property.</p>	<p>Retain for two (2) years following completion of Work Order; then destroy.</p>
6	<p>Terminal Expansion Program (Maintenance-Related Records)</p> <p>Letters, correspondence and other documents related to maintenance aspects of TEP.</p>	<p>Retain in active file for two (2) years; microfiche/film record documents and retain permanently; destroy hard-copy document after processing.</p>
<p>F. <u>Contract Support</u></p>		
1	<p>Requisitions for Contractual Service</p> <p>Copies of Division of Maintenance requisitions for contractual service of less than \$5,000.</p>	<p>Retain for two (2) years from date of Requisition; then destroy.</p>
2	<p>Executed Contracts</p> <p>Executed copy of leases, agreements, letter agreements, and contracts entered into by the Administration.</p>	<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>
<p>G. <u>General Aviation</u></p>		
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 renewals, grant programs, and miscellaneous correspondence.</p>	<p>Items # 1, 2, and 3: Screen annually and destroy non-record material; transfer record material to Hall of Records 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>	

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3	<p>Helipad/Heliport Files</p> <p>Individual file on each helipad or heliport licensed in Maryland by the Administration which includes inspection reports, license renewals and miscellaneous correspondence.</p>	
4	<p>Maryland Airport Directory</p> <p>Production background material which goes into printing Maryland Airport Directory.</p>	<p>Destroy background material six (6) months after current edition printed.</p>
5	<p>Maryland Aeronautical Map</p> <p>Production background material which goes into printing Maryland Aeronautical Map.</p>	<p>Destroy background material six (6) months after current edition printed.</p>
<p>H. <u>Martin State Airport (MTN)</u></p>		
1	<p>Operations Log (SAA-140)</p> <p>Daily report of activities reported to or initiated by operations/management personnel in connection with continuous operation of MTN.</p>	<p>Transfer one (1) calendar year's Logs to State Records Center three (3) months after end of calendar year; retain for 20 years; then destroy.</p>
2	<p>NOTAMS (SAA-008)</p> <p>File of Notices to Airmen on condition of airfield at MTN.</p>	<p>Transfer to State Records Center three (3) months after end of calendar year; destroy after three (3) years.</p>
3	<p>Material Safety Data Sheets</p> <p>Record of Information pertaining to hazardous toxicity of chemicals used at MTN.</p>	<p>Retain chemical information on list for 40 years after date of last usage of chemical; then remove.</p>
4	<p>Noise Complaint Forms (SAA-011)</p> <p>Written report of noise complaints telephoned into MTN.</p>	<p>Retain in active file for three (3) years; transfer to State Records Center; destroy after ten (10) years.</p>
5	<p>Books of Final Entry - General Ledgers</p>	<p>Retain permanently. Transfer to Hall of Records after audit.</p>

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	<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>	