

Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Airports (999)
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Records Officer

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AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8728

3

TITLE: Administrative master correspondence files

DATES: 1946-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 1.10 cubic feet.

DESCRIPTION:

These correspondence files document the administrative actions between the staff of the Airport Authority and individual airport tenants, concessionaires, and patrons. They are used for reference purposes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These are some of the oldest records of the airport and would provide important information about its development.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8729

3

TITLE: Administrative master files/air carriers

DATES: 1946-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These master files document actions between the airport authority and individual air carriers doing business with the airport. They are used for reference purposes. These files include billing information, rates and charges information, noise issues, passenger data, space allocations, airport use agreements (AUA), and contractual correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These files are very important in documenting the history of passenger service to the airport.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8731

3

TITLE: Air service case files

DATES: 1984-

ARRANGEMENT: Numerical by category

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These case files are used to monitor air service in and out of Salt Lake City. They are generated by complaints from citizens concerning rates and service area. These files include route maps, monthly city service, hub city operations, summary lists, and fare information.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8732

3

TITLE: Air traffic statistical printouts

DATES: 1942-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These computer printouts compile statistics from forms prepared by air carriers. They are used in determining charges for facilities and the creation of bidding documents. These printouts include name of carriers, date, number of landings, number of passengers, cargo tonnage, mail tonnage, types of aircraft, and weight.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Office for 60 days and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8732

TITLE: Air traffic statistical printouts

(continued)

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8754

3

TITLE: Airfield inspections files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unserviceable areas, wind-indicating devices, standby power system, fuel farms, lift stations, and nightly inspection of lighting. The files are maintained in compliance with the Federal Aviation Administration regulations. These files include date, time of inspection, date, shift, inspector's names, a checklist of items to be checked, present condition, and action taken.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Federal Aviation Regulations (FAR), part 139.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8716

3

TITLE: Airfield snow removal manuals

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These manuals contain all pertinent information necessary for airfield snow removal procedures. There are two teams of snow removal personnel. The manuals are used to organize their job responsibilities and specific equipment they would operate. This manual is updated as necessary. These manuals include procedures, specific equipment to be used, and emergency phone numbers for calling out teams.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8737

3

TITLE: Airline billings

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

These billing invoices record charges generated by the airport to individual airlines. They are used to receive payment for a variety of airport services: building space, landing weight, ramp use fees, utilities, security, intercom music, baggage claim, and paging. These invoices include name, date, billing period, amount of invoice, invoice number, and purpose of payment

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8735

3

TITLE: Airport authority minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These minutes of regularly scheduled and special meetings record the activities of the Airport Authority Board. The board is appointed by mayor to oversee airport activities and to approve every contractual record. The minutes are used for research purposes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8708

3

TITLE: Airport slides/photographs

DATES: 1954-

ARRANGEMENT: Numerical by category

ANNUAL ACCUMULATION:

DESCRIPTION:

These slides and photographs record site locations of construction projects. They are used as a visual record for the progress of construction projects.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office permanently.

Slides: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 24959

4

TITLE: Annual reports

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8704

3

TITLE: As-built project drawings

DATES: 1922-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These as-built drawings document all airport construction projects including taxiways, runways, concourses, connectors, terminals, cargo buildings, and all remodeling projects. They serve as a record of actual construction.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after substantial completion of project and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

These drawings are the airport's oldest records and they document the very beginning of the airport to the present. They are extremely important in the history of Utah's only international airport.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8742

3

TITLE: Audit record files

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain the annual audit schedule. They are used to track the money spent and to summarize the annual disbursement of airport funds for audit purposes. These files include amount of money and date of disbursement, project number, and line item for disbursement.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8714

3

TITLE: Automobile indemnity agreement forms

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These forms are required by the airport to be signed by persons needing assistance in cases where their automobile will not start. This service is provided free of charge to airport patrons and this form releases the airport from liability in the case of any problems that may arise. These forms include statement of indemnity agreement; date and time called; signature of person being assisted; make, model, year and license number of automobile; name of person assisting; and amount of time taken.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8740

3

TITLE: Bank deposit slips

DATES: 1949-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These receipts are received by the bank for deposits made to the airport's account. They are used as a record of such accounts. These receipts include date, account number, and amount deposited.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8734

3

TITLE: Bid forms and price quotation files

DATES: 1960-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms and files collect information from various sources concerning previous bids and sample bids from other airports. They are used for comparison purposes in similar successive bids for various services, such as concessions services or consultants. These forms include name of bidder, date, name of project, minimum guarantees, rates and charges, service provided, service specifications, and agreement details.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Salt Lake City Ordinance 24-11-7 thru 14

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8743

3

TITLE: Budget worksheets

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These worksheets are used in the preparation of the airport budget and to delineate by project and project number, and expenditures from the annual budget.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8719

3

TITLE: Building monitor system

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system that monitors the status of building equipment, fire and security alarms, and screening areas to alert personnel of any existing problems. Six continuous computer printouts are created from the system. This information is used only for monitoring purposes and has no value once existing problem has been corrected. This system includes date, time, kilo watt peak demand and consumption, and setpoint (highest kilowatt point that can be reached before creating a problem).

RETENTION:

Retain until superseded or obsolete

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until until existing problems have been corrected and then destroy.

Computer magnetic storage media: Retain in Office until system changed or updated and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8762

3

TITLE: Canine reports

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These monthly reports are required by the Federal Aviation Administration on the activities of the bomb detection canine teams. The teams are used after bomb threats are received at the airport. These reports include name of dog team, month types of searches made during bomb dog training, number of searches made, total number of hours spent, types of patrol dog training, number of hours spent, actual responses (bomb and patrol) and remarks.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8720

3

TITLE: Computer database program

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This master program monitors airport equipment systems controlling each individual piece of equipment. The database is used to pinpoint problem areas such as automatic sliding doors, heating, air conditioning, and fire alarms.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until data is changed and then destroy.

Computer magnetic storage media: Retain in Office until data base changes and then erase.

APPRAISAL:

A paper copy is kept for security purposes only.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8746

3

TITLE: Concession commission reports

DATES: 1940-

ARRANGEMENT: Alphabetical by concessionaire name or tenant

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports submitted by airport concessionaires and tenants (food and beverage services, parking concessions, barber shop, shoe shine shop, gift shops, telephones, lockers, luggage carts, newspapers, and pay television). They are used to calculate percentage fees to be paid to the airport. These reports include a summary of gross revenues with accompanying percentages or minimum fee guaranteed the airport.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8757

3

TITLE: Construction in air space correspondence files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These correspondence files are required by the Federal Aviation Administration. Individuals are required to request approval from the Airport Authority for the construction of buildings which may obstruct air space affecting flights and the International Airport and Airport II. The information on these forms is also placed on FAA aeronautical charts.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

FAR Regulations, part 77

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8707

3

TITLE: Construction meeting minutes

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minutes record the proceedings of various engineering meetings between contractors and airport personnel, architectural firms and airport personnel, and construction progress staff meetings. They are used for verification purposes and to document decisions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8751

3

TITLE: Construction project files

DATES: 1940-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These project files record all monies spent in the construction of airport facilities. They are used by the auditors to balance the general ledger for capitalization purposes. These files include extra work orders, contract payment letters and balance sheets.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8747

3

TITLE: Construction schedule project files

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These project schedules show the incremental cash outlays and construction progress in relation to the total progress on the project. They are used to monitor construction progress and associated spending. These schedules include reconciled amounts to general ledger for construction funds.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8724

3

TITLE: Consultant proposal project files

DATES: 1984-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These project files document specific proposals made by outside consultants to the airport. The airport is required to receive consultant services by outside agencies with specific expertise relative to specific purposes of proposal. They are used for project planning and the bidding process. Typically, they include proposals for service agreements, construction agreements, and research planning studies.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after contract is awarded and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8739

3

TITLE: Daily cash receipts

DATES: 1949-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This log of bank deposits record daily banking transactions. It is used for budgeting purposes. This log includes date, amount per deposit, amount per input validation, invoice number per synopsis, invoice number per revenue distribution, amount per revenue distribution, and initials and date of person prepared by and approved by.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8711

3

TITLE: Daily log books

DATES: 1978-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These daily log books are kept by inspectors and project engineers on the progress of each airport construction project as required by the Federal Aviation Administration. They are used for verification purposes of what happened on a particular day. These books include name and number of project; time of day; weather conditions; any unusual occurrence on project; and notes of conversations with contractor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after completion of project and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8706

3

TITLE: Extra work orders and payments files

DATES: 1960-

ARRANGEMENT: Alphabetical by contractor name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These agreements are made between contractor and airport for any extra work or payments necessary for a specific project. They are used for budget purposes. These files include extra work order agreements, related correspondence, and payment requests in reference to specific airport projects.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after warranty has lapsed and then destroy provided all legal requirements have been met.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8705

3

TITLE: Facilities maps, drawings and aerial photographs

DATES: 1950-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These illustrations are of airport facilities. They are used for reference of current projects and as research material for future construction and to illustrate current publications. These files include land use maps, drainage and pavement drawings, airport layout plan, and master plan maps. Also includes aerial photographs, topography maps, and standard maps (drawings showing standard construction of manholes, sewers, curbs and gutters).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8727

3

TITLE: Five year master schedule file

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files show for a five year period the actual and projected costs and time expenditures for specific projects at the airport. A cash flow is also completed to see what funding is available and whether bonding is necessary. The files are used to monitor coverage of improvements at the airport. These files include projected and actual costs and time expenditures, cash flow by cost center and airport project number

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 3952

3

TITLE: Fuel records

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These are the fuel and oil tickets received from division personnel for each vehicle used and a computer printout. They are used to monitor fuel usage and to update the monthly "Cost and Data Report". The printout includes the following information: pump number, employee user, date, amount and type of fuel.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the record's primary informational value to the agency.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8723

3

TITLE: Fund records

DATES: 1979-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 1.40 cubic feet.

DESCRIPTION:

These financial records document the expenditure of all airport funds. These funds include the bond fund, construction fund, enterprise fund, improvements fund, and the revenue fund. They are used for budget purposes. These records include balance sheets, correspondence, chronological events, and applications for airport funds.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 50 years and then destroy.

APPRAISAL:

Since some airport bond funding is not satisfied for 25 to 50 years, records will need to be maintained for at least 50 years.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8748

3

TITLE: Gasoline reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These monthly reports are submitted to the airport by fixed base operators and gasoline suppliers. They are used to report state fuel taxes and to calculate participatory air carriers rebates. These reports include month and year, date of each purchase, amount in gallons purchased, total gallons, certification by airport, signature and title of person preparing report, and date prepared.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8764

3

TITLE: Gate card/vehicle sticker records

DATES: 1985-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records list all gate access cards and vehicle stickers issued for the airport. They are used to monitor gate access for security purposes. The listing is updated continuously. These records include person's name, sticker number, and information on vehicle or aircraft depending on type of card issued.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8749

3

TITLE: Hangar correspondence files

DATES: 1965-

ARRANGEMENT: Alphabetical by tenant name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These correspondence files consist of correspondence between individual hangar tenants and the airport. They are used to compile actions on rate increases, complaints, maintenance agreements, compliance, and hangar inspections. These files include correspondence and associated documentation. They may also include requests for hangars, routine collection letters, construction notices, and changes in rates and charges.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination of lease and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8758

3

TITLE: Identification badge record cards

DATES: 1982-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These cards are kept on each employee at the airport who is issued an identification badge. They are issued for reasons of airport security and are updated biennially. These cards include employee name, address, employer, height, weight, and colored photograph of employee.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination of employee and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8766

3

TITLE: Incoming calls monitoring tapes

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These audio tapes are created through the airports due reel to reel system which monitors all incoming calls to the Airport Control Center. One reel is removed in emergency situations (bomb threats, accidents, etc.) and information is transferred to cassette tape. The tapes are used for both verification and litigation purposes. The tapes record 24 hours and are rotated on a monthly basis.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 30 days and then erase.

Sound recordings: Retain in Office until litigation is resolved and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8745

3

TITLE: Interdepartmental billings

DATES: 1981-

ARRANGEMENT: Numerical by department number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are billings from other city departments to the airport for services rendered. They are used to receive payment from airport. These billings include department number, reference number, name of billing department, name of billed department, explanation of revenue distribution completed by department being billed (which includes department number, cost center number, effective date, subject or object code number, project number, amount, and remarks), and signatures and dates of person preparing and approving the form.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8721

3

TITLE: Janitorial inspection report form

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This form is used by the airport janitorial service to report specific areas in airport where conditions exist that require attention. They are used to document the services compliance of contractual agreements. This form includes subject area/room/location, date, description of condition requiring correction, and signature of person requesting correction.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8736

3

TITLE: Labor distribution input cards and transaction register files

DATES: 1976-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These files compare labor distribution to cost center per Airport Use Agreement. It is used to allocate manpower hours within airport cost center boundaries to comply with federal regulations, Airport Use Agreements, and internal auditing functions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after audit and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8733

3

TITLE: Land appraisal reports

DATES: 1970-

ARRANGEMENT: Alphabetical by property or owner name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These appraisal reports are made to establish land and building values for various Airport Authority assets. They are used to examine changes in rental and property value. These reports include property description, property tract, date prepared, appraised value of property, and may also contain photographs and other illustrations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8730

3

TITLE: Legal notices and collection correspondence files

DATES: 1975-

ARRANGEMENT: Alphabetical by tenant name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the actions of the airport concerning delinquent accounts with concessionaires, air carriers, and other airport tenants. They are used for litigation purposes. These files include correspondence and official legal notices for delinquent accounts. They may also include eviction notices, account reconciliations, legal collection proceedings, and small claim court proceedings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after final payment is made and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8765

3

TITLE: Lost and found listing

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This listing is a record of all items collected at airport's 'Lost and Found Department.' Items are kept for thirty days and listing is used to show disposition of found items. This listing includes date; description of lost or found item; where lost or found; name of person returned to; and assigned number. Files also include disposition of each item and correspondence regarding lost and found items.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8738

3

TITLE: Manual and variable billing control log

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This daily log contains both manual and variable billings. It is used for budget purposes. This log includes manual billings (date, customer number, effective date, due next charge amount, total charge for customer, number of transactions whom prepared by and date and whom entered by and date); and variable billings (date, customer number, due date, per item total units, total units for customer number, number of transactions, and batch totals).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8756

3

TITLE: Master record forms

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms are required by the Federal Aviation Administration. They are used to annually report on services available at airport. These forms include facilities, services, runway length, based aircraft, operations, location, obstruction data, landing length, diagram of runways, and general comments on airport (ownership, address, phone number, manager, airport use).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

OMB, R4-R0051

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8710

3

TITLE: Materials test reports

DATES: 1978-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These reports contain the results of sieve analysis and nuclear density tests on asphalt, roadbase concrete and soils for conformance of materials required by the construction specifications. The tests are used as reference for future airport projects. These reports include date, type of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compression tests).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after completion of project and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8715

3

TITLE: Mechanics summary report

DATES: 1977-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This summary report contains information on salary and benefits for maintenance mechanics. It is used to determine labor costs in order to compile 'Cost Data Report.' The report is updated semi-annually. This report includes name of mechanic, hourly wages, and benefits.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8741

3

TITLE: Monthly financial statements reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports are an internally prepared monthly financial statements. They are used to monitor cash flow and to compare projected versus actual expenditures and to report to Airport Authority Board for internal cash flow. These reports include balance sheets and revenue/expenditure comparisons for budgeting purposes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8726

3

TITLE: Noise complaint forms

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These forms are a record of telephone complaints received from citizens concerning airplane noises. They are used to identify noise sensitive flight paths. These forms include name, address and telephone number of complainant, nature of complaint, weather conditions and action taken.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

The city attorney has determined it necessary to maintain complaint forms for 20 years.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8725

3

TITLE: Noise monitoring tapes

DATES: 1980-

ARRANGEMENT: Numerical by location

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These rolled tape records of noise levels (similar to an adding machine tape) are taken at various checkpoints in response to noise complaints. They are used to develop a history of noise levels and to identify future trends.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

The city attorney has determined it necessary to maintain tapes for 20 years for legal purposes.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8755

3

TITLE: Notice to airman forms

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This five-part notification form is sent to the control tower (2 copies), flight service station (1 copy), fire station (1 copy), and a copy is kept by Airport Operations on any runway closures due to nonstandard operating conditions. Individual pilots are notified by radio. It is used to document such closures and compliance to FAA regulations. These forms include date; time; name and title of person issuing; number; effective time; effective date; day; description of notice; listing of notification given by person receiving, time and date.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Federal Aviation Regulations (FAR), part 139.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8763

3

TITLE: Operation's manual

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This manual documents the policies and procedures for both Airport II and the International Airport in compliance with FAR, part 139. They provide the policies and procedures for operating both airports. The manual is organized into nine sections with eighteen appendixes and two attachments.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy provided it was microfilmed.

Microfilm master: Retain in Office for 20 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8752

3

TITLE: Operations daily log/reports

DATES: 1978-

ARRANGEMENT: Numerical by category and case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This daily event log records the activities of the Airport Operations Division. It is retained in the event of litigation against the airport. These records include vehicle number; radio assignments, personnel on duty, events of the day; violations issued; incident reports (medical assistance, thefts, property damage, vehicle and aircraft accidents, etc.); vehicle relocations (vehicles towed away and reasons); and control center log for that day.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8760

3

TITLE: Picketing request files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files document letters received by the Airport Authority requesting permission to picket at the airport. These files include letters requesting permission and letters with airport's decisions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8702

3

TITLE: Project data files

DATES: 1940-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These project files concern airport construction projects. They are used to document airport construction from the award of the bid until the completion of the final inspection. These files include 'Notice to Proceed' letters; abstract of bids; letters regarding the progress of the project; and related correspondence regarding payments made and testing schedules.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8703

3

TITLE: Project files

DATES: 1950-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These project files consist of separate files on each airport construction project. They are used to monitor compliance of local, state, and federal regulations. These files include engineer's project notes, contractors' payroll, weight tickets, daily and weekly inspection reports, and other documentation related to airport engineering reports.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8753

3

TITLE: Record of violations

DATES: 1984-

ARRANGEMENT: Alphabetical by offender name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a listing of all violations or warnings issued by the Operations Division. A list is also kept for each company or individual for violations received. It is used to monitor violations to identify repeat offenses.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8713

3

TITLE: Reports

DATES: 1965-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

These reports are completed by the Engineering Department or private consultants describing construction of federally-funded projects. They provide a written record of project as required by the FAA. These reports include project name and number, year, airport improvement project (AIP) number, results of testing, summary of construction costs, quantities used, project funding, construction phasing and staging, abstracts of bids, and letters of compliance.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8750

3

TITLE: Revenue management files

DATES: 1978-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This automated system encompasses accounts receivable, billings, financial system interface, collections, client information, lease information, and records retention and maintenance. It is used for lease management and associated review information relating to airport tenants, users, and service providers for billing purposes, to adjust rates and charges, and to document agreement compliance. One tape per month containing year to date information as well as monthly information is pulled and saved on a permanent basis. This system includes lease hold space, agreement provisions, name of account, billing dates and cycles; local representative's billing address and telephone number; insurance and bonding information; agreement date; execution date; date signed; and expiration date. date; date signed; and expiration date.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8750

TITLE: Revenue management files

(continued)

Computer magnetic storage media: Retain in Agency Record Center permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8768

3

TITLE: Runway sensor scanner information system

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system used to monitor runway conditions to alert Airport personnel of existing hazardous conditions. This system is only used during adverse weather conditions. A paper copy is received only upon request during adverse conditions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until problem is corrected and then destroy.

Computer magnetic storage media: Retain in Office until updated and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8722

3

TITLE: Salary, price and rate surveys

DATES: 1976-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These informational surveys are generated or received by the airport. They are used to provide equitable salary information, set standards for various prices at the airport, assist in land appraisals, and establish parity in rates and charges among comparable U.S. airports. These surveys include rates and charges for concessionaires, terminal rents, contractual rates, food and beverage prices, land rates, cargo charges, employee salaries, insurance costs, public opinion on various issues, and statistical information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8761

3

TITLE: Screening activity report forms

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These monthly report forms provide a record of all passengers screened by airport security. The original of the form is forwarded to the Federal Aviation Administration (FAR, part 107). It is used to provide a statistical record and for security purposes. These forms include number of passengers, nonpassengers, and total passengers screened, number and totals of firearms and explosives, incendiary devices detected by x-ray, physical search, or metal detector, number and total referrals for alleged violations of Federal Aviation Act, and date and signature of reporting official.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8759

3

TITLE: Snow removal case files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are records kept on each snow removal operation for both the International Airport and Airport II. They are used to provide a history of snow removal operations. These records include runway conditions, tenant coordination, and notes on operation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8709

3

TITLE: Special studies

DATES: 1970-

ARRANGEMENT: Alphabetical by category of study

ANNUAL ACCUMULATION: 1.80 cubic feet.

DESCRIPTION:

These manuals and books are compiled by the airport or outside agencies and contain information on specific projects such as environmental assessment, program directives, master plans, and graphic standards. These studies include: Airport Noise Control and Land Use Compatibility Study, Design Directives, Land Use Policy Plan, and Drainage Studies. The studies are used for research on various airport projects.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8744

3

TITLE: State fuel tax reports

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports show the total gallons of fuel used by participating air carriers. They are used to calculate state tax rebates in accordance with Airport Use Agreement. These reports include gallons purchased, name of purchaser, date of purchase, fuel evaporation allowance, tax rate, and amount of rebate to airport.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8712

3

TITLE: Survey field books

DATES: 1953-

ARRANGEMENT: Numerical by project number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These books contain the original field notes of survey parties dialy surveying measurements. They are used as a source of information for design surveys, airport improvements, property surveys, and for updating measurements and information at the airport. These books include survey measurements, elevations, grades, and some sketches of the area.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8767

3

TITLE: Ultralights information files

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These informational files concern ultralights (small, one person aircraft which are prohibited in airport air space) activities at the International Airport and Airport II. These files include regulation governing, orders concerning, and related correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8717

3

TITLE: Vehicle maintenance files

DATES: 1977-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 1.10 cubic feet.

DESCRIPTION:

These files are a complete record of each motor vehicle owned by the airport. It is used to monitor each vehicle's use and maintenance, determine the cost of running the vehicle, and whether vehicle needs replacement. These files include date purchased, maintenance history, work order information, and additional comments.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until disposal of equipment and then transfer to new owner.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8718

3

TITLE: Vehicle maintenance system summary reports

DATES: 1978-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This automated system produces two computer printouts which provide a record of each airport vehicle. They include a monthly Equipment Cost Summary and a Cost Data Report. They are used to monitor the use and maintenance of each vehicle, determine the cost of running vehicle and whether it should be replaced. The information is backed up every two weeks. These reports include equipment cost summary (vehicle unit number, fuel expense, oil expense, lube labor, outside charges, miles or hours, fuel miles per gallon, operating cost, maintenance cost, total cost, and town time) and cost and data report (several months' operating and maintenance costs for each type of equipment and includes same information at equipment cost summary).

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 14 days and then erase.

AGENCY: Salt Lake City (Utah). Department of Airports

SERIES: 8718

TITLE: Vehicle maintenance system summary reports

(continued)