

DEPARTMENT RETENTION SCHEDULE

Aviation

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Administration					
Airport Operating Certificate	AVN 01 1001	P		P	Preserve pursuant to ARS 39-101
Business and Properties					
Airlines Letters of Authorization	AVN 01 1002	5	5	10	After Expiration
Bankruptcy Filing Records	AVN 01 1003	5		5	After final disposition of case
Commercial Use Permit Records	AVN 01 1004	1	4	5	After permit expired, cancelled, or revoked

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Delinquent Account Records	AVN 01 1005	5	2	7	After date of last charge to account
Disadvantaged Business Enterprise/Affirmative Action Records, Forms and Reports	AVN 01 1006	5		5	After project completed
Federal Aviation Administration Funded Project Records	AVN 01 1007	5	5	10	After Reimbursement by FAA
Fuel Dispensary Permits	AVN 01 1008	1	9	10	After expired
General Aviation Tenant Records	AVN 01 1009	1	5	6	After calendar year facility used or access denied

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Interest Files (Potential Business Partners)	AVN 01 1010	5		5	After Creation
Land Acquisition Records	AVN 01 1011	5	5	10	Until Reimbursement from Federal Government
Risk Management Records (Aviation Accident Reports)	AVN 01 1012	5	5	10	After reported
West Approach Land Acquisition (WALA)	AVN 01 1013	5	5	10	Until Reimbursement from Federal Government

Community Noise Reduction Program

Residential Sound Mitigation Services (RSMS) Records (grant records)	AVN 01 1014	1	2	3	After fiscal year final expenditure report submitted or after funding agency requirements are met, whichever is longer
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Sound Insulation Mitigation Services (SIMS) Records (grant records)	AVN 01 1015	1	2	3	After fiscal year final expenditure report submitted or after funding agency requirements are met, whichever is longer
Voluntary Acquisition & Relocation Services (VARs) Records, including acquisition, relocation, post mover and property management files	AVN 01 1016	5	5	10	After disposal of the last VARs acquired parcel in the project.

Design and Construction Service

Engineering Plans	AVN 01 1017	5		5	After completion of project
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Facilities and Services

Facilities and Services Labor Cards	AVN 01 1021	3		3	After fiscal year created or received
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
SAP Plant Maintenance Work Orders	AVN 01 1020	3		3	After work order closed

Fiscal Management

Financial Reporting Records, Forms and Reports	AVN 01 1022	4	3	7	After end of fiscal year
Fuel Records	AVN 01 1023	2	1	3	After fiscal year created
Parking Records, Forms and Reports	AVN 01 1024	2	3	5	After fiscal year created
Rates & Charges Records, Forms and Reports	AVN 01 1025	7		7	After fiscal year created

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Sales Tax Records, Forms and Reports	AVN 01 1026	2	5	7	After fiscal year created

General Aviation - Deer Valley and Goodyear

Emergency Procedures Manual	AVN 01 1027				Keep current plan and most recent superseded plan
Notices to Airmen	AVN 01 1028	1	2	3	After fiscal year created

Operations

Airfield Accident and Incident Reports	AVN 01 1029	5		5	After calendar year of Incident. FAR-139 requirement, records retained at Operations Building
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Airfield Fueling Agent Inspections Records	AVN 01 1030	2		2	After calendar year created. FAR-139 requirement, records retained at Fire Station 19
Airfield movement Area Safety Training Records	AVN 01 1031	3		3	After Training Conducted. FAR-139 requirement, records retained at Operations Building
Airport Condition Reports Notices to Airmen (NOTAMS)	AVN 01 1032	3		3	After fiscal year created. FAR-139 requirement, records retained at Operations Building
Airport Daily Logs	AVN 01 1033	5		5	After fiscal year created. Records retained at Operations Buildings at each airport
Airport Self Inspections Records	AVN 01 1034	1		1	After fiscal year created. FAR-139 requirement, records retained at Operations Building

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Airside Personnel Training Records	AVN 01 1035	3		3	After Training Conducted. FAR-139 requirement, records retained at Operations Building
Emergency Personnel Training Records (ARFF)	AVN 01 1036	3		3	After Training has occurred. FAR-139 requirement, records retained at Fire Station 19
Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) Guidance Records	AVN 01 1037				Retained until superseded
Ground Transportation (G.T.) Company Records (Taxi, Limo, van service, and busing)	AVN 01 1039	3		3	After Records become inactive. Retained at Operations Building
Ground Transportation (G.T.) Driver Records	AVN 01 1038	1		1	After driver no longer active. Retained at Operations Building

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Lost and Found records	AVN 01 1040	6 M		6 M	After fiscal year created. Records retained at Operations Buildings at each airport
Notice of Violations (NOV) and Notice of Penalties (NOP) Records	AVN 01 1041	3		3	After resolved
Parking Applications	AVN 01 1042	1		1	After Application becomes inactive. Retained at Operations Building
Parking Citations	AVN 01 1043	1		1	After fiscal year created. Retained at Operations Building
Parking Company Records	AVN 01 1044	1		1	After Record becomes inactive. Retained at Operations Building

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Remaining Overnight Tickets	AVN 01 1045	3		3	After issuance of Ticket. Records retained at Operations Buildings at each airport
Security Badge Records	AVN 01 1046	1		1	After superseded or obsolete, but retained no longer than 49 CFR 1542.209(k)(5) mandates
Sky Harbor Emergency Procedures	AVN 01 1047				Keep current plan and most recent superseded plan
Taxi dispatch records	AVN 01 1048	3		3	After created or received
Training Record Rosters	AVN 01 1049	5		5	After calendar year training is given

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
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Operations/Parking

Abandoned Vehicle Records	AVN 01 2233	3	3	6	After created or received
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Planning and Environmental

Administrative Consent Decrees and Consent Agreements	AVN 01 1050	P		P	Preserve pursuant to ARS 39-101
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Agency Communications (general correspondence)	AVN 01 1051				After reference value served
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Corrective Action Plans	AVN 01 1052	3		3	After reference value served
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Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Due Diligence Reports (Phase I/II)	AVN 01 1053	P		P	Preserve pursuant to ARS 39-101
Environmental Audits – City/Agency	AVN 01 1054	10		10	After fiscal year report completed
Feasibility Studies	AVN 01 1055				Until remediation complete
Flight Track Data	AVN 01 1056	P		P	Preserve pursuant to ARS 39-101
Noise Abatement Records	AVN 01 1057	5		5	After calendar year created

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Part 150 Noise Study	AVN 01 1058	10		10	After completion of study
Plan of Remediation Systems	AVN 01 1059	3		3	After remediation complete
Plans, Logs, Lithology Diagrams	AVN 01 1060	P		P	Preserve pursuant to ARS 39-101
Quarterly Monitoring Reports	AVN 01 1061	3		3	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked
Research Information (Leases, Studies, Acquisitions)	AVN 01 1062	P		P	Preserve pursuant to ARS 39-101

Record Series	Series Number	Office	Rec. Ctr.	Total	Start Point of Retention / Comments
Response to Agency Records	AVN 01 1063	P		P	Preserve pursuant to ARS 39-101
Risk Assessments	AVN 01 1064	P		P	Preserve pursuant to ARS 39-101
Settlements of Lawsuits Records	AVN 01 1065	P		P	Preserve pursuant to ARS 39-101
Site Characterization Reports	AVN 01 1066	P		P	Preserve pursuant to ARS 39-101

Technology

Labor Card Management Records	AVN 01 1067	3		3	After fiscal year created or received
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