



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 841-001
DEPARTMENT OF AVIATION

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

[Handwritten Signature]

STATE RECORDS ADMINISTRATOR

[Handwritten Signature]

AGENCY RECORDS OFFICER

[Handwritten Signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: OCTOBER 5, 2010

SUPERSEDES SCHEDULE DATED: N/A

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORDS SERIES AND DESCRIPTION SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION

Aircraft Licensing Section

Aircraft License Applications

005702

Retain 2 years after license is issued then destroy.

This series documents owner applications for the registration of aircraft based in the State of Virginia. Applications contain owner's name and address, the FAA registration number, the aircraft specifications, aircraft manufacturer, location of airports where the aircraft is based, aircraft insurance policy information, aircraft date of purchase, name and address from whom the aircraft was purchased, and signature of applicant.

Aircraft Licensing Reports

005703

Retain consolidated reports 2 years then destroy.

This series documents data processing reports on information input from the Department Licensing records for all aircraft operating in the State of Virginia. They contain monthly reports on aircraft specifications, aircraft owners, location of aircraft, inactive aircraft, aircraft registration numbers, aircraft insurance and permits, and aircraft fleet and dealer reports supplemented by periodic consolidated reports.



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Contract Carrier Permits

005707

Retain 1 year after cancellation then destroy.

This series documents applications for aircraft operators (individuals, partnerships, or corporations) to carry passengers or freight by hire. The permit and attached insurance policy covering all aircraft used by the applicant certifies the carrier to operate in the State of Virginia. They contain the name and address of the individual, partnership, or corporation, a description of the carrier's operations, a list of aircraft to be used under proposed operations, the date, and the signature of the applicant.

Correspondence: Licensing Division

005708

Retain in agency 2 years then transfer to the Archives, Library of Virginia for permanent retention. Archives may purge records in accordance with guidelines set in *Virginia Public Records Management Manual*.

This series documents correspondence concerning licensing, safety and educational aviation programs. Includes letters of inquiry concerning licensing and policy procedures enacted by the division.

Airport Services Division

Based Aircraft Surveys: Summary Forms

005706

Retain permanently in agency.

This series consists of summary forms of the Based Aircraft Surveys held by the Airport Licensing Division.



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<u>Legal Documents and Leases</u> This series consists of legal documents and leases pertaining to the operation of airports and airfields throughout Virginia.	005710	Retain permanently in agency.
<u>Six-Year Plans</u> This series documents the Agency's participation in the Six-Year budgeting and forecasting plans.	005711	Retain permanently in agency.
<u>Drawing Sets</u> This series consists of drawings and representations of airports and air facilities throughout Virginia.	005712	Retain permanently in agency.
<u>NAVAIDS: Commissioning Records</u> This series documents the commissioning of certain airports as part of the federal Navigational Aid System (NAVAIDS) program, used to aid in aircraft flying and air traffic control.	005713	Retain permanently in agency.
<u>NAVAIDS: Other Documentation</u> This series documents the operation of certain airports used in the federal NAVAIDS program, such as maintenance and licensing records.	005714	Retain for 3 years after record creation then destroy.



LIBRARY OF VIRGINIA

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(RM-2 Form August 2010)

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<u>Form 5010</u> This series consists of Federal Aviation Administration (FAA) Form 5010 Survey and Inspection Reports, and any correspondence attached to the inspection.	005715	Retain permanently in agency.
<u>Photo Slopes</u> This series consists of photographic surveys of airports and air facilities that document and reveal any obstructions and/or natural or manmade growth near and around the facility.	005716	Retain permanently in agency.
<u>Airport Licensing Files</u> This series documents the licensing of airport facilities in Virginia by the DOAV. Includes, but is not limited to: applications, background information, approval or denial letters, and correspondence.	005717	Retain permanently in agency.
<u>Pavement Management Files</u> This series documents the routine and required paving of all runways and airport areas, and any maintenance carried out on paved areas in and around airports.	005718	Retain permanently in agency.
<u>Plan Sets / Records / Drawings</u> This series consists of plans produced by or for airports and air facilities throughout Virginia.	005719	Retain permanently in agency.



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Airport Files

005720

Retain permanently.

This series consist of information files on each airport operated and maintained in the Commonwealth of Virginia. Includes, but is not limited to: historical information, photographs, copies of licensing information, architectural drawings and plans, reports and any copies of correspondence.

Airport Program Manual

005721

Retain permanently.

This series consists of a manual sent to all owners and/or operators of licensed airports in Virginia, and details funding options and management requirements for airports.

Flight Operations Division

Aircraft Accident Reports

005701

Retain 5 years from date of receipt then destroy in compliance with No. 8 on the schedule cover page.

This series documents all information pertaining to an aircraft accident. They contain the location; type of flying weather and time of the accident; name, address and Virginia airman's license number of the operator; injuries, property damage; aircraft description; description of accident; witnesses description of action taken; date of investigation and signature of investigator.



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<p>Flight Logs This series documents flights made in agency aircraft. The log includes, but is not limited to: pilot(s) name, hours of flight, takeoff and landing information, destination, passenger names, agency using aircraft and costs. This series also includes any forms signed by Cabinet Secretaries authorizing the flight.</p>	005709	Retain 5 years after creation then destroy in compliance with No. 8 on the schedule cover page.
<p>Public Relations Section</p>		
<p>Virginia Aviation Conference: Master Files This series documents the planning and production of the annual Virginia Aviation Conference by the department. Permanent, Historical records include, but are not limited to, conference programs, transcripts or copies of presentations, photographs and any published material.</p>	010195	Retain permanently in agency.
<p>Virginia Aviation Awards: Master Files This series documents the planning and presentation of the Virginia Aviation Awards by the department. May include, but is not limited to, nomination forms, background information and text used for award plaques.</p>	010196	Retain for 3 years after award then destroy.

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Virginia Aviation Awards: Master List of Recipients

010197

Retain permanently in agency.

This series consists of a list of all winners of Virginia Aviation Awards, presented by the department, including year and name of award recipients.

Teachers Grant Program: Master Files

010198

Retain 3 years after award then destroy.

This series documents the administration of a grant to Teachers to study aviation-related projects in Virginia schools. May include, but is not limited to, applications, brochures, signed agreements, notification letters, proposed study packages and copies of vouchers.

Teachers Grant Program: Master List of Recipients

010199

Retain permanently in agency.

This series consists of a master list of all recipients of the department's Teachers Grant Program, compiled yearly, listing name of teacher, school, amount of grant and the subject of the grant awarded.

Scholarship Programs: Master Files

010200

Retain 3 years after award of scholarship then destroy.

This series documents the administration of the Plentl and Lillard Scholarships by the department. May include, but is not limited to, applications, student essays, judging records, judging forms, cover letters, photos, notification letters and copies of vouchers.

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<p><u>Scholarship Programs: Student Transcripts</u> This series consists of student transcripts submitted to the department to support applications for the Plentl and Lillard Scholarship Programs. These transcripts are used only for judging and awarding scholarships.</p>	010201	After judging is complete, destroy in compliance with No. 8 on the schedule cover page.
<p><u>Scholarship Programs: Master List of Recipients</u> This series consists of a master list of all Plentl and Lillard Scholarship winners, listed by year, name and amount of award.</p>	010202	Retain permanently in agency.
<p><u>Aeronautical Chart Program: Master Files</u> This series documents the production of the Virginia Aero Chart produced by the department. This series includes, but is not limited to, specifications, proposals, bids, contracts, letters, graphics, correspondence, drafts, and copies of requisitions.</p>	010203	Retain 5 years after chart is printed then destroy.
<p><u>Aeronautical Chart Program: Aero Charts</u> This series consists of one permanent copy of each original Aeronautical Chart produced by the department.</p>	010204	Retain permanently in agency.



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<p><u>Airport Directory: Working Files</u> The series documents the production of the Virginia Airport Directory by the department. This series includes, but is not limited to, specifications, proposals, bids, contracts, letters, graphics, correspondence, drafts and copies of requisitions.</p>	010205	Retain 5 years then destroy.
<p><u>Airport Directory</u> This series consists of one copy of each original Virginia Airport Directory produced by the department.</p>	010206	Retain permanently in agency.
<p><u>International Aviation Art Contest: Master Records</u> This series documents the Virginia portion of the International Aviation Art Contest administered by the Department. This series includes, but is not limited to, application forms, list of participants, correspondence, photos, newspaper articles, photocopies or photos of artwork and requisition forms.</p>	010207	Retain 3 years after contest ends then destroy.
<p><u>International Aviation Art Contest: Original Artwork</u> This series consists of original artwork submitted to the International Aviation Art Contest.</p>	010208	After judging ends, return to participants.



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<p><u>International Aviation Art Contest: List of Winners and Participants</u></p> <p>This series consists of a list of winners and participants in each year's International Aviation Art Contest. This list includes names, schools and hometowns of participants and the subject or title of their entry.</p>	010209	Retain permanently in agency.
<p><u>Special Programs</u></p> <p>This series documents the administration of various special programs which the department either sponsors or participates. This list includes, but is not limited to, the Hershey Conference, Legislative Reception, Ambassadors Program, and the Promoting Your Airport in Changing Times Program. This series includes, but is not limited to, packets, schedules, lists, calendars, and brochures.</p>	010210	Retain 3 years after completion of program then destroy.
<p><u>Virginia Aviation Ambassadors Program</u></p> <p>This series documents the Virginia Aviation Ambassadors Program administered by the department. This series includes but is not limited to: airport contacts list, a Master Stamp list, and other supporting documentation.</p>	010211	Retain all program files 3 years after program ends then destroy.



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Virginia Aviation Ambassadors Program: List of Recipients

010212

Retain permanently in agency.

This series consists of a master list of recipients of the Virginia Aviation Ambassador designation. Includes name, year of designation and years of service.

Aviation Grant Programs

010213

Retain 3 years following completion of the grant project, then transfer to State Records Center for total retention of 20 years then destroy.

This series documents various Aviation Grants administered by the department. These grants include, but are not limited to, the Aviation Promotion Grant and the Air Service Development and Enhancement Program. This series includes, but is not limited to, applications, correspondence, vouchers, and brochures.