



Government Records Services
 800 East Broad St., Richmond VA 23219
 (804) 692-3600
 Effective schedule date: 06/11/2026

Records Retention and Disposition Schedule
 General Schedule No. GS-31
 COUNTY AND MUNICIPAL GOVERNMENTS
 Airports

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Abandoned or Derelict Aircraft This series documents the findings of abandoned or derelict aircraft on airport grounds. This series may include, but is not limited to: notices, claims, reports, and receipts.	200985	5 Years after last action	Non-confidential Destruction
Activity Reports: Annual This series documents indicators of airport activities relevant to arrivals and departures, type of aircraft served, number of passengers, cargo amounts, fuel use, Annual Report of State Funding Received reports, and activities of related operations, including restaurants, gift shops, and car rental outlets. This series may include, but is not limited to, logs and reports.	006166		Permanent, In Agency
Activity Reports: Other This series documents various indicators of airport activity relevant to reports of airport division activities, including operational data for annual reporting. This series includes, but is not limited to, logs and reports.	006167	2 Years after end of calendar year	Non-confidential Destruction
Airport Certification Records: Certification Manuals This series documents certifications, licenses, and permits issued by the Federal Aviation Administration (FAA) or other federal or state agencies. This series includes, but is not limited to: manuals, certifications, logs, and reports.	006168		Permanent, In Agency
Airport Certification Records: Other This series documents certifications, licenses, and permits issued by the Federal Aviation Administration (FAA) or other federal or state agencies to airport divisions. This series includes, but is not limited to, supporting documentation.	006169	2 Years after expiration	Non-confidential Destruction



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Airport Complaint Records This series documents complaints and service requests related to airport noise and operations. This series includes, but is not limited to, records, logs, and related data.	006172	2 Years after last action	Confidential Destruction
Airport Master Files This series documents descriptive and operational information for individual airports. This series includes, but is not limited to, supporting documentation and Airport Layout Plans (ALPs).	006173	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
Airport Self-Inspection Reports This series documents Federal Aviation Administration (FAA)–mandated airport inspections conducted by airport personnel. This series includes, but is not limited to, inspection reports.	006175	1 Year after event	Non-confidential Destruction
Daily Log Books This series documents daily construction activities retained by inspectors and project engineers in accordance with FAA requirements. This series includes, but is not limited to, logs, reports, and records.	006177	7 Years after project completion	Non-confidential Destruction
Engineering Project Files This series documents airport construction projects. This series includes, but is not limited to: project files, reports, drawings, financial requests, agreements, and related correspondence. 14CFR151.53; 14CFR151.55	006178		Permanent, In Agency



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<p>Navigational Facilities Maintenance and Operations Reports This series documents the maintenance and operation of airport navigational equipment. This series includes, but is not limited to, meter readings, adjustments, and related documentation.</p>	006180	2 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<p>Noise Compatibility Program: Primary Program Records This series documents the development of an airport noise compatibility program for primary concerns. This series includes, but is not limited to: studies, noise exposure maps, analyses, public hearing records, land use measures, public participation records, and program summaries.</p>	006181		Permanent, In Agency
<p>Noise Compatibility Program: Secondary Program Records This series documents the development of an airport noise compatibility program for secondary concerns. This series includes, but is not limited to, feeder reports and source documents.</p>	006182	5 Years after end of calendar year	Non-confidential Destruction
<p>Security Identification Display Area (SIDA) Badges: Audits This series documents the auditing of the collection and maintenance of badges issued to individuals. This series may include, but is not limited to, reports and logs.</p>	200986	1 Year after end of calendar year	Non-confidential Destruction



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Security Identification Display Area (SIDA) Badges: Background Checks This series documents fingerprint-based criminal history record checks (CHRC) administered by airport facilities. This series may include, but is not limited to, applications and certifications. 49 CFR 1542.209(k)(4)	200987	6 Months after termination	Confidential Destruction
Security: Airport Security Program This series documents airport security programs designed to prevent unlawful interference with civil aviation. This series includes, but is not limited to: security plans, mandated training records, law enforcement support, emergency and threat procedures, facility descriptions, statistics, and related records.	006174		Permanent, In Agency
Security: Law Enforcement Activity This series documents airport security incidents and actions. This series includes, but is not limited to, records, incident cases, and case dispositions.	006179	2 Years after last action	Confidential Destruction