

Schedule 89

Department of Aeronautics

September 5, 2000

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

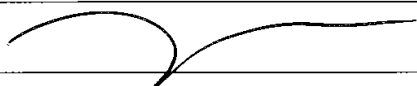
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	89
AGENCY, BOARD OR COMMISSION	Department of Aeronautics
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of January 26, 1990	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

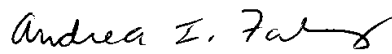
PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE *		(Kent Penney, Director)
TITLE	Director	DATE 8/28/00

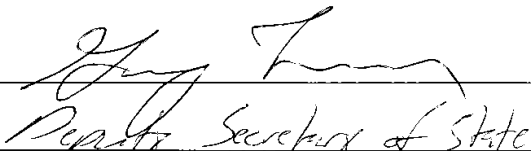
PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE *		STATE ARCHIVIST	DATE Aug. 31, 2000
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PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE *		ADMINISTRATOR	DATE 9/5/00
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 89 - DEPARTMENT OF AERONAUTICS

89-1 AIRFIELD SERVICES, STATE OWNED

89-1-1 AVIATION FUEL SALES

Form records fuel and oil sold at state owned fields. Includes information on cash sales.
Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

89-1-2 LAND AND BUILDING TRANSACTION RECORDS

Records of land and buildings leased to individuals, municipalities, etc.
Dispose of 2 years after termination of lease, provided audit has been completed.¹

89-1-3 LAND PURCHASE AND SALE DOCUMENTS

Records maintained on the purchase and sale of land by the department. Includes survey, appraisals and inspection reports.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

89-1-4 MONTHLY REPORT

Includes interoffice memos for each airfield. Information is compiled in the annual report.
Dispose of upon completion of annual report.

89-2 ENGINEERING DIVISION

89-2-1 AIRPORT LAYOUT PLANS

Plans include a print of the latest approved municipal airport plans, mylar drawings and zoning maps which are the basis for a 20 year plan.

MYLAR DRAWINGS: Retain permanently.

AIRPORT PLANS: Retain current plan; dispose of all others.

89-2-3 AIRSPACE TOWER DECISION

Department of Aeronautics makes advisory comment on "Determination of Hazard to Air Navigation" (Part 77, revised) submitted to the FAA when new construction takes place near an airport. Final decision is made by the FAA.

TOWER LOCATION, HEIGHT, AND NAME OF OWNER: Retain permanently.

APPLICATION AND SUPPORTING DATA: Dispose of after 1 year.

89-2-5 ENGINEERING PROJECT FILES

Airport construction and improvement files are divided into categories which include general correspondence, airport layout plans, zoning area plans, compliance statements, surplus lighting materials, title opinions, property documents, lease and agreements. Types of records maintained within these general categories are engineering reports, agency agreement, project application, detailed estimates, title opinions, building floor plans, blueprints, exhibits and project applications for federal aid.

MEMOS, CORRESPONDENCE AND DOCUMENTS DETERMINED TO BE OF NO SIGNIFICANT VALUE TO THE HISTORY OF THE PROJECT BY THE ENGINEERS:

Dispose of 3 years after completed project.

FINAL PROJECT ORIGINAL RECORDS: Microfilm and destroy original records 3 years after completed project.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

89-2-7 HANGAR FILE RECORDS

Files maintained on the construction of hangars. Includes correspondence, billing statements, drawings, etc. Upon completion, the hangers are leased to the municipality and the cost is applied to the purchase price of the buildings.

MEMOS, CORRESPONDENCE AND DOCUMENTS DETERMINED TO BE OF NO SIGNIFICANT VALUE TO THE HISTORY OF THE PROJECT BY THE ENGINEERS:

Dispose of 3 years after completed project.

SIGNIFICANT ORIGINAL RECORDS: Retain permanently.

89-2-9 NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

FAA Form 7460-1 is submitted to notify the department of planned construction at various airports. Copy of form is maintained for reference only.

Dispose of after 1 year.

89-2-10 PAYROLL RECORDS

Are used by state auditors as a backup for the PROJECT PAYROLL RECORDS, Retention Schedule item #89-2-13. Information is cumulative by month and year.

Dispose of 3 years after final audit has been completed.¹

89-2-11 PHOTOGRAPHS, AERIAL

Photographs and negatives of all runways in the state. Files are updated periodically.

Dispose of after superseded, subject to review by the State Archivist before disposal for possible accession.

89-2-12 POWER LINE CONSTRUCTION WAIVER FILE

Requests to put in a new power line near an airport or modify existing lines are sent to the Public Service Commission and must be approved by the Department of Aeronautics who in turn maintain a waiver file for reference. Original files are maintained by the Public Service Commission.

Dispose of after 1 year.

89-2-13 PROJECT PAYROLL RECORDS

Monthly payroll records are maintained for the various airport projects. Information is maintained by project file. Are used for billing agencies and are arranged by airport.

Dispose of 3 years after final project audit has been completed.¹

89-2-14 PROJECT PAYROLL SHEETS

Sheets are filled out weekly by all people in the department who work on active projects. Are used for billing and include name, date, division, account number, project classification, hours and type of work.

Dispose of closed project records after they are 3 years older than the beginning date of the oldest active project, provided audit has been completed.¹

89-2-15 QUARTERLY PROJECT REPORT

This provides a summary of the status of all projects by quarters. Is attached to a financial statement. Data comes from the PROJECT LEDGER BOOK, Retention Schedule Item #89-3-10.

Dispose of after 5 years, provided audit has been completed.¹

89-2-16 STATE AIRPORT SYSTEM PLANS

State and Airport System Plans (SASP) are prepared by department personnel. Includes a 20 year projection and development plan and is used in preparing environmental impact statements.

Retain one copy permanently; transfer one copy to the State Archives; dispose of all other copies after superseded.

89-3 GENERAL ADMINISTRATIVE RECORDS

89-3-2 AIRCRAFT FUELS MONTHLY LEDGER SUMMARY

Form includes quantity of aviation gas and fuel purchased, where and when purchased, amount due and amount paid. Report is prepared by the Department of Revenue. Is used by the Department of Aeronautics as reference material. Original data is maintained by Revenue.

Dispose of after 3 years, provided audit has been completed.¹

89-3-3 AVIATION FUEL RETURN INDEX CARDS

Index cards (5" x 8"). Are used for making aviation fuel usage projections.

Dispose of after 3 years.

89-3-5 FEDERAL EXCISE TAX RETURN, QUARTERLY (FORM 720)

Information is compiled from the monthly AVIATION FUEL SALES, Retention Schedule Item #89-1-1, report gathered at state owned airfields. Attached to the return is a receipt and a copy of an exemption certificate which is turned in by people with an exemption when purchasing aviation fuel.

Dispose of after 3 years, provided audit has been completed.¹

89-3-6 LEASES, LAND AND BUILDINGS

Office space, buildings, and land leased by the Department.

Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

89-3-8 MONTHLY FINANCIAL STATEMENT

Financial accounting for the department. Provides a monthly listing of activities, funding, etc. and is used to balance with DAS Accounting.

ELECTRONIC DATABASE: Dispose of data after 5 years, provided audit has been completed.¹

PAPER WORK COPY: Dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after 5 years.

89-3-7 MONTHLY LEDGER REPORT

Lists date, voucher number, expenditures, encumbrance liquidation, outstanding encumbrances, total expenditures, budget and unencumbered balance.

ELECTRONIC DATABASE: Dispose of data after 5 years, provided audit has been completed.¹

PAPER WORK COPY: Dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after 5 years.¹

89-3-9 NAVIGATIONAL AID CONTRACT

The department contracts with a town for maintenance of its navigational aids which include directional beacons, weather systems, etc.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

89-3-10 PROJECT LEDGER BOOK

Manual record is maintained by town for each aid program used. Information includes debit (state allocation), sponsor's share of project cost, expenditures, total project cost and federal money amendments. Information is compiled at the end of the project and is used for fiscal year end and monthly reports.

Dispose of 3 years after final audit of completed project.¹

89-3-11 TRUST FUND RECORDS

Records have been accumulated annually since 1977. Data is completed regarding the source of revenue, deposits of money, interest earned, etc. Original record is maintained by the Investment Council. The records are subject to FAA audit, but no guidelines have been received from them regarding federal requirements.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

89-3-12 VOYAGER SYSTEM CHARGES – DETAILED LISTING

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program. May include: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report, Tax Exemption Report, Exception Report.

ELECTRONIC DATABASE: Dispose of data for each agency after 3 years, provided audit has been completed.¹

PAPER WORK COPIES: Dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP: Voyager is responsible for backing up its system.

89-5 NAVIGATION AIDS DIVISION

89-5-1 BEACON MAINTENANCE CHECK LIST FILE

Eighty beacon towers are maintained across the state and files are kept to record annual maintenance checks.

Dispose of after 1 year or after next maintenance check, whichever is later.

89-4 OPERATION SERVICES DIVISION

89-4-1 AERIAL APPLICATOR CERTIFICATION FILE

Annual certification for aerial applicators include bond, "Application for an Original Nebraska Aerial Pesticide Application Certificate," "Appointment of Agent," "Renewal of Nebraska Aerial Pesticide Application Certificate (NAPAC)," personal information included, name of business, address, aircraft description, tank capacity, model registration, senior and agricultural pilots employed.

Dispose of after 4 years, provided audit has been completed.¹

89-4-2 AERIAL APPLICATOR CONTROL DOCUMENTS

Control record provides a summary of information on each certified aerial applicator. Includes certificate number, aircraft number, helicopter number, when they last attended a required training seminar.

Dispose of after 4 years.

89-4-3 AIR TRANSPORTATION REQUEST

Worksheet (4" x 8") is filled out at the time a request is made for a flight. Includes itinerary, hitchhiker, expenses, etc. Is used in compiling the AIR TRANSPORTATION ACKNOWLEDGEMENT which is sent to the agency as the first part of the PILOT FLIGHT RECORD, Retention Schedule Item #89-4-15.

Dispose of after 3 years.

89-4-4 AIRCRAFT MAINTENANCE FILE

Files are kept on each aircraft owned by the department. Includes information regarding repairs and routine maintenance.

Transfer to purchaser after the aircraft is disposed of.

89-4-5 AIRCRAFT POOL ACTIVITY REPORT, MONTHLY

Includes the number of hours flown, flights scheduled and the number of passengers.

Dispose of after 3 years.

89-4-6 AIRCRAFT POOL SCHEDULE

Form is used for scheduling weekly flights. Lists plane, pilot, itinerary, departure, leave time, returned time and seats available.

Dispose of after 3 years, provided audit has been completed.¹

89-4-7 AIRCRAFT SUMMARY

Is a listing of trips scheduled and completed. Indicates aircraft utilization, pilots and flight date. **Dispose of after completion of the annual report.**

89-4-8 AIRPORT LICENSING FILE

Files are maintained on all airports in the state including personal use, restricted landing areas. Forms and data include "Application for Airport License," "Renewal for Airport License," "Registration Renewal," correspondence and any waivers.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

89-4-12 HELIPORT FILE, TEMPORARY

Permits are issued for temporary loading sites. Permits are not to exceed 10 days.

Dispose of after 1 year.

89-4-13 INSPECTIONS (5010 PROGRAM)

Safety inspection reporting program originated in 1978 for the Federal Aviation Administration (FAA). File includes photos, airport master record, drawings and correspondence. Is used as a check by the FAA for information the FAA has compiled.
Dispose of after 5 years.

89-4-14 PILOT FLIGHT LOG

Small size form lists plane, pilot, airports, miles, clock times. Information is summarized in the AIRCRAFT POOL ACTIVITY REPORT, MONTHLY, Retention Schedule Item #89-4-5.
Dispose of after 3 years.

89-4-15 PILOT FLIGHT RECORD

Two-part form is filled out for every flight chartered through the department. Second part is used in billing procedures while the first part is returned to the agency.
Dispose of after 3 years, provided audit has been completed.¹

89-4-21 WORKSHEETS FOR MONTHLY REPORTS, AIRCRAFT SUMMARY

Lists trips scheduled and completed. Lists aircraft utilization and pilot and flight data. Is used for budgeting purposes and in the annual report.
Dispose of after 3 years.

89-5 OBSOLETE RECORDS

89-5-2 DOCKETS, CIVIL AERONAUTICS BOARD CASE

Airline regulation case files which have come before the Civil Aeronautics Board. Files include cases which involve the Department of Aeronautics. Other Civil Aeronautics Board case files are only maintained for reference purposes.

INFORMATION CASES: Dispose of after 1 year.

DEPARTMENTAL CASES: ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

89-6 DELETED RECORDS

- 89-3-1 Aircraft by Identification Number/FAA**
- 89-2-2 Airport Security Files**
- 89-3-4 Aviation Fuel Returns**
- 89-5-1 Commodity Sales Income Report**
- 89-4-9 Complaint File**
- 89-4-10 Control Ledger**
- 89-2-6 Engineers Report to the Commission**
- 89-5-3 Farm Operation File**
- 89-4-11 Federal Surplus Property Files**
- 89-5-4 Final Crop Income Report**
- 89-2-8 Inventory, National Airport System Plan**
- 89-4-16 Seminar Notes**
- 89-4-17 Senior Pilot Certification Application**
- 89-4-18 Test Answer Sheets, Aerial Applicators**
- 89-4-19 Tests, Aerial Applicators**
- 89-4-20 VIP Seminar Cards**

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet