
Schedule No. **31**

Montana Local Government
Records Committee

Airport
Records Schedule

Prepared and Published by the
Montana Local Government Records Committee

Approved April 19, 2018

Table of Contents

Introduction4

Local Government Records Management4

About retention periods4

Disposing of Records Generally.....4

Legal and regulatory records holds4

Special requirements for disposing records that are over 10 years old4

Confidential records4

Documenting Records Disposal5

Electronic records and recordkeeping systems.....5

Microfilm/Microfiche.....5

Record Retention Schedule.....6

Activity and operations reports6

Aircraft parking positions.....6

Airport Aid Program grantees: Affirmative Action Plans.....6

Airport Aid Program grantees: reports not transmitted to the FAA6

Airport development and planning projects and land acquisitions7

Airport emergency documentation records7

Airport emergency planning records7

Airport fueling agent inspections8

Airport Improvement Projects (AIP)—construction8

Airport law enforcement activity records.....9

Bids, proposals and related bonds9

Contracts and agreements—major construction involving airport infrastructure and facilities.....9

Contracts and agreements--general9

Complaints.....9

Design and technical specifications.....9

Disadvantaged Business Enterprise (DBE) Program compliance records10

Environmental issues documentation10

Equipment and facility repair and maintenance records11

Escort logs11

FAA Documentation—FAA-issued permits, certifications and approvals12

Fingerprint-based criminal history records checks (CHRC)12

Flight schedules12

Hazard communication program12

Historical information12

Incident and accident reports.....12

Insurance policies12

Land acquisition and property records13

Legal Case Files13

Maps—master facility13

Maps--operational.....13

Master plan and substantive studies13

Agendas and Minutes13

Newsletter.....13

Noise compatibility program records14

Non-movement/movement area training certification.....14

Notice to airmen (NOTAM).....14

Passenger facility charges.....14

Presentations.....14

Off airport aviation event records.....15

Safety committee minutes15

2

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

Security program records 15
Tenant finance 15
Tenant relations 16
Topographical and land survey information..... 16
Transitory records..... 16
Vehicle titles and registration 16

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Introduction

Local Government Records Management

The [Local Government Records Committee](#) (LGRC), has established this records retention schedule. If you have questions or comments about the schedule, procedures or want to request a change to the retention schedule, or need technical assistance, please contact us:

Local Government Records Committee

Local Government Services Bureau

P.O. Box 200547

Helena MT 59620-0547

SOSLocalGovtRecCom@mt.gov

About retention periods

Retention periods assigned to records are minimums. Local governments are not required to destroy or otherwise dispose of records at the end of the minimum time frame outlined in a retention schedule. If a retention period in a record schedule refers to a fiscal year, the records retention clock begins the month the local government unit receives the final fiscal year audit report relating to those records.

Disposing of Records Generally

Local government units may dispose of records that have met their retention requirements provided they are:

- not subject to a legal or regulatory hold
- the disposal is carried out in accordance with federal/state/local laws and a retention schedule approved by the LGRC, and/or
- a court order

Disposal of public records must be approved at the local level by the governing body. To demonstrate compliance with legal and retention requirements, local government units should document the disposal of public records. The LGRC has developed two forms (listed further below) to assist.

Legal and regulatory records holds

Local government units should not dispose of records subject to litigation, a legal proceeding, an audit and/or a formal investigation, even if the records have met their retention requirements. Special efforts should be taken by the local government to ensure these types of records are preserved until the legal and/or regulatory hold is lifted.

Special requirements for disposing records that are over 10 years old

State law [2-6-1205, MCA](#) requires that public records that are more than ten (10) years old must first be offered to the Montana Historical Society, the state archives, Montana public and private universities and colleges, local historical museums, local historical societies, Montana genealogical groups, and the general public. This requirement does not apply to confidential or private records because they may not be released. To comply with this statute, disposal requests for all records that are over 10 years old must be forwarded to the LGRC for approval. The Secretary of State's office will post the disposal request to a [central registry listserv](#) established to fulfill this statutory requirement, and the LGRC will notify the local government the date when records were placed on the central registry. Unclaimed records may be disposed 60 days after the records are placed on the registry.

Confidential records

The local government unit bears responsibility to determine if records are confidential and should note which records are confidential on each request for disposal. If you have questions, please see the Montana Constitution, Article II, [Section 9](#) and [Section 10](#), Title II statutes at [2-17-553, MCA](#), and consult legal counsel.

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Documenting Records Disposal

Form RM 88

The LGRC has designated that some records series do not need to be forwarded to the LGRC for approval before being disposed, provided they are not over 10 years old. You'll see the terms "Use Form RM 88" or "No RM 60 Required" on a retention schedule for these types of records. Here is the form to document the disposal of these records:

- [Local approval only form \(RM 88\)](#)

You can present this form to the governing body to approve the disposal of the records. Once records are approved and disposed, retain the form as proof of compliance with disposal procedures.

Form RM 60

Local government units must request approval from the Local Government Record Disposal Subcommittee prior to disposing these records. Here is the form to request LGRC approval, place records that are over 10 years old on the central registry, and document the disposal of these records:

- [LGRC approval form \(RM 60\)](#)

You can present this form to the governing body to approve the disposal of the records. After the form has been approved and signed locally, please forward it to the LGRC via [e-mail/mail](#) for approval. We'll e-mail it back to you when completed. Look for the date the records were listed on the central registry. You can dispose of records any unclaimed records 60 days after this date. Once records are approved and disposed, retain the form as proof of compliance with disposal procedures.

Electronic records and recordkeeping systems

The Secretary of State (SOS) has adopted [Administrative Rule 44.14.2](#) pertaining to local government electronic records and recordkeeping systems. The SOS has adopted the Association of Records Managers & Administrators (ARMA) International's [Generally Accepted Recordkeeping Principles](#)® for local governments using electronic systems to store long-term records, ©2014 ARMA International, www.arma.org. Local governments should use them as the framework to design, implement, operate, and decommission the systems and to manage the records and data within the systems. Care must be taken to ensure records continue to be available and readable through their retention period.

Microfilm/Microfiche

If a local government unit uses archival-quality microfilm or microfiche, as the official storage medium, the unit should carefully review the microfilm before disposing the original paper records to ensure readability.

Microfilm or microfiche may be considered as a long-term or permanent, low-cost, storage medium for public records, provided that the filming process, development, and storage of the film master meets certain [national standards](#). Local governments should use them as the framework to convert paper records into archival microfilm or microfiche. Care must be taken to ensure records continue to be available and readable through their retention period.

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Record Retention Schedule

Note: Airports might not have all of the record series listed in this schedule because it contains record series for large and small airports.

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
1	<p>Activity and operations reports This series consists of records documenting various indicators of activity associated with local government owned or operated airports. Subjects may include weather conditions, arrivals and departures, types of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of concessions like restaurants, gift shops, car rental outlets and others. a. Annual activity report b. Statistical reports and logs and/or reports summarized in annual report</p>	<p>a. Permanent b. Destroy when 3 years old (Disposal Form RM 88*)</p>	<p>a. Consider offering to archives.</p>
2	<p>Aircraft parking positions This record series details the parking positions for aircraft using the airport.</p>	<p>Destroy 6 months after superseded. (Disposal form RM 88*)</p>	
3	<p>Airport Aid Program grantees: Affirmative Action Plans Records in this series document specific and result-oriented procedures used to achieve equal employment opportunity. This series may include, but is not limited to, affirmative action plans, compliance reports, statistical reports, employment reports, and related records.</p>	<p>Destroy after 3 fiscal years, or for the period during with the federal financial assistance is made available, whichever is longer (Disposal form RM 88*)</p>	<p>14 CFR 152.415</p>
4	<p>Airport Aid Program grantees: reports not transmitted to the FAA This record series contains reports that enable the FAA Office of Civil Rights to ascertain if there has been compliance with the non-discrimination in airport aid program. The series may include but is not limited to, compliance reports, statistical reports, correspondence and related records.</p>	<p>Destroy after 3 fiscal years, or for the period during with the federal financial assistance is made available, whichever is longer (Disposal Form RM 88*)</p>	<p>14 CFR 152.415</p>

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
5	<p>Airport development and planning projects and land acquisitions Records in this series document Airport land purchases and associated legal fees funded through AIP grants. Record types include correspondence, proceedings, pleadings, exhibits, discoveries, appeals, depositions, reports, land survey information, and documentation of survey and legal fees, as well as grant monitoring work sheets.</p> <p>a. Working files Such as monitoring worksheets, correspondence.</p> <p>b. Property records like deeds, easements and other similar records such as grant specifications for nonexpendable property acquired with federal funds.</p> <ol style="list-style-type: none"> 1. Original deeds easements and other related land acquisition documents. 2. Airport copy of deeds and land acquisition documents 3. All other property records. <p>c. Grant Agreements</p> <ol style="list-style-type: none"> 1. Original record 2. Airport copy (if original is stored elsewhere) <p>d. Financial Expenditure Records Documentary evidence supporting each item of project cost, such as invoices, cost estimates and payrolls. Also evidence of all payments for items of project costs including vouchers, canceled checks or warrants, and receipts for cash payments</p>	<p>a. Dispose 3 years after finalization of acquisition. (Disposal form RM 88*)</p> <p>b.1. See Item 26 on this retention schedule.</p> <p>b.2-3. Discard 3 years after final disposition of the property (Disposal Form RM 88*)</p> <p>c.1. Permanent</p> <p>c.2. Discard 3 years after final grant payment (Disposal Form RM 88*)</p> <p>d. Discard 3 years after date of submissions of the final expenditure report. (Disposal Form RM 88*)</p>	<p>b. 2-3 14 CFR 152.309</p> <p>c. Active records are vital</p> <p>d. 14 CFR 152.307</p>
6	<p>Airport emergency documentation records This series of records may include, but is not limited to, alerts (all stages), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents</p>	<p>Discard 3 calendar years from the date of last action. (Disposal Form RM 88*)</p>	<p>This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>
7	<p>Airport emergency planning records This record series documents the development and maintenance of airport emergency plans, create to minimize the possibility and extent of person injury and property damage in the event of an emergency.</p>	<p>Retain records described in 14 CFR 139.325 permanently. (Disposal form RM 60)</p>	<p>49 CFR 1520.5, 14 CFR 139.325</p> <p>This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
8	<p>Airport fueling agent inspections This record series documents established standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel, lubricants and oxygen at the airport. These standards cover facilities, procedures and fueling personnel training. This series may contain, but is not limited to, inspection reports, training reports, records document fire safety in mobile fuelers, fueling pits, fueling cabinets, fuel farms and storage areas, storage area access reports, corrective action records, reports submitted to the FAA, copy of the fire code of the public body having jurisdiction over the airport and related documents.</p>	<p>2 calendar years from the date of the inspection (Disposal Form RM 88*)</p>	<p>14 CFR 13.321 This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>
9	<p>Airport Improvement Projects (AIP)—construction Documentation concerning application for AIPs funded by the FAA, administrative and technical records pertaining to project execution, documentation concerning land acquisition made with FAA assistance, and financial documentation detailing how FAA funds were spent.</p> <p>a. Project planning records <i>Records contain working records assembled in the process of developing the grant application, correspondence, engineering studies, engineering and contractor agreements.</i></p> <p>b. Financial Expenditure Reports <i>Documentary evidence supporting each item of project cost such as invoices, cost estimates, and payrolls. Also evidence of all payments for items of project costs including vouchers, cancelled checks or warrants and receipts for cash payments.</i></p> <p>c. Affidavits <i>Payroll and payment reports furnished by contractor.</i></p>	<p>a – b. Discard 3 years after final grant payment (Disposal Form RM 88*) c. Discard 3 years from date of the completion of the contract. (Disposal Form RM 88*)</p>	<p>a-b. 14 CFR 151.55 c. 14 CFR 151.53</p>

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
10	<p>Airport law enforcement activity records This record series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. This series may include documents, showing the number and type of firearms, explosives and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy, the number of bomb threats received, discovered, real and simulated bombs found, and actual bombings on the airport; the number of detentions and arrests made, name, address and the immediate disposition of each individual detained or arrested, the type of deadly or dangerous weapon, explosive or incendiary confiscated and the identification of the aircraft operator or foreign air carrier on which the individual detained and/or arrested was screened or was scheduled to be a passenger.</p>	Dispose 3 calendar years from the date of last action (Disposal Form RM 88*)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.
11	<p>Bids, proposals and related bonds</p>	Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1	
12	<p>Contracts and agreements—major construction involving airport infrastructure and facilities Records in this series include contracts and as built drawings.</p>	Permanent	Active records are vital. NOTE: This record series may contain confidential or restricted information.
13	<p>Contracts and agreements--general Records in this series document proposed projects which are awaiting funding, or projects pertaining to work <u>not funded through federal grant monies</u>. Document types include correspondence, design concepts, contract specifications, survey data, and engineering reports.</p>	Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1	Active records are vital
14	<p>Complaints</p>	Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1	
15	<p>Design and technical specifications Drawings and technical specifications required for the future maintenance, repair and modifications for facility systems that are <u>not</u> related to navigational facilities installed at the airport like HVAC, security, etc.) For navigational facilities, see Item 18 below.</p>	Retain for the useful life of the equipment. (Disposal Form RM 88*)	This is a vital record. This record series may contain confidential or restricted information.

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
16	<p>Disadvantaged Business Enterprise (DBE) Program compliance records This record series is used to document activities related to DBE (Disadvantaged Business Enterprise) and ACDBE (Airport Concession Disadvantaged Business Enterprise) compliance efforts. These are FAA (Federal Aviation Administration) or DOT (Department of Transportation) programs, with related reporting responsibilities. Records include the filed DBE Program; filed ACDBE Program; DBE Overall Goal; ACDBE Overall Goal; Uniform Report of DBE Commitments/Awards and Payments; and Uniform Report of ACDBE Participation, along with associated records not submitted to the FAA. These are all forms/reports that follow a US government report format and structure. Grant assurances require program involvement. Goals are set every 3 years, with required annual reporting against the goals</p>	Destroy 6 years after audit. (Disposal Form RM 88*)	49 CFR Part 23 49 CFR Part 26
17	<p>Environmental issues documentation Subject files containing correspondence, regulations, test results, and permits and certificates concerning general environmental issues such as asbestos and air quality. a. Correspondence b. Certificates and permits c. Test results</p>	a. Discard when 2 year old (Disposal Form RM 88*) b. Discard 5 years after final expiration, or cancellation or denial or approval of permit (Disposal Form RM 88*) c. Permanent	

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
18	<p>Equipment and facility repair and maintenance records Documentation of repair and maintenance of airport equipment and facilities. Record types include operation manuals, navigational facility equipment specifications, and general correspondence</p> <p>a. Facility Maintenance logs and documentation of repair and maintenance history of non-navigational systems. b. Navigational facilities maintenance and operation records</p> <p><i>Records documenting the maintenance and operation of various types of airport navigational equipment that are required by the FAA to operate various types of non-federal navigation facilities. Examples include: VOR facilities, Non-directional radio beacon facilities, Instrument landing system facilities, simplified directional facilities, Distance measuring equipment, VHF marker beacons, Interim standard microwave landing (ISMLS) system, simplified directional facility, Microwave landing systems and others. Records include meter readings and adjustment records, facility maintenance logs, radio equipment operation records, design and technical specification, technical performance records, copies of reports sent to the FAA, and other documents.</i></p>	<p>a. Retain until the equipment is disposed or removed (Disposal Form RM 88*) b. Permanent</p>	<p>b. 14 CFR Part 171</p>
19	<p>Escort logs This series is a log of individuals who do not have unescorted access authority, and must be escorted into secure or restricted areas of the airport.</p>	<p>Destroy 6 months from the last date in the log. (Disposal form RM 88*)</p>	<p>49 CFR 1520.5 This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
20	<p>FAA Documentation—FAA-issued permits, certifications and approvals This record series documents certifications, licenses or permits from the FAA or other federal or state agencies. Records in this series may include, but are not limited to, certification applications, airport certification manuals, facility and equipment descriptions, responsibility assignments, self-inspection plans, training, maintenance manuals and any documentation bearing directly on the issuance or renewal of licenses.</p> <p>a. Certification manuals or specifications. b. Other records related to certifications</p>	<p>a Permanent b. Destroy 2 calendar years after expiration (Disposal Form RM 88*)</p>	<p>a. 14 CFR 139.203 to 205, 207, 14 CFR 139.301 d. This is a vital record.</p>
21	<p>Fingerprint-based criminal history records checks (CHRC) Records relating to security clearances for individuals seeking unescorted access authority at the airport including: all investigation related records and training records for individuals granted unrestricted access.</p>	<p>Retain until 180 days after the termination of the individual’s unescorted access authority. (Disposal form RM 88*)</p>	<p>49 CFR 1542.209 This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.</p>
22	<p>Flight schedules Airline and cargo flight schedules.</p>	<p>Retain until superseded or obsolete. Update as needed. (Disposal Form Not Required)</p>	
23	<p>Hazard communication program</p>	<p>Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1</p>	
24	<p>Historical information Photographs, correspondence and press releases, brochures and pamphlets published by the Airport to assist airport users pertaining to major airport milestones that document the history of the airport.</p>	<p>Permanent</p>	<p>Offer to Archives</p>
25	<p>Incident and accident reports Airport police and firefighter reports and attachments concerning incidents and accidents to which they respond. May include copies of incident reports from fire and law enforcement, if involved, alerts (all states), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents.</p> <p>a. Reports entailing airport liability b. Reports not entailing airport liability</p>	<p>a. Destroy 2 years after claim has been settled or 3 years after the event, whichever is longer. (Disposal Form RM 88*) b. Destroy when 3 years old (Disposal Form RM 88*)</p>	<p>14 CFR 107.23 and MCA 27-2-209</p>
26	<p>Insurance policies Liability, building and other insurance policies held by the airport</p>	<p>20 years after expiration, termination or cancellation. (Disposal Form RM 60)</p>	<p>Active policies are vital record</p>

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
27	<p>Land acquisition and property records Records document land owned by the Airport and contain background information concerning legal contracts and agreements. Included are maps, acquisition records, deeds, easements, leases from the state, and right-of-way deeds for State of Montana or other airport property.</p> <p>a. Property records that are project specific and/or of short duration documenting short term land use rights like access permits, temporary land leases, etc. b. Property records relating to perpetual ownership and/or rights records.</p>	<p>a. Destroy 8 years after expiration or termination (Disposal Form RM 88*) b. Permanent</p>	<p>a. MCA 27-2-202 Vital record b. Consider offering to archives.</p>
28	<p>Leases Leases with airport tenants including concessionaires, rental car companies, airlines, government agencies and others.</p>	Destroy 8 years after expiration, termination of the lease. (Disposal Form RM 88*)	MCA 27-2-202
29	<p>Legal Case Files Documentation of lawsuits involving the Airport and its representation by counsel.</p>	Destroy after case is adjudicated and the statute of limitations has run for any appeals. (Disposal Form RM 60)	
30	<p>Maps—master facility Constructions drawings, maps and plans for terminal building and airfield created by airport staff or contractors.</p>	Permanent	This record is vital. Consider offering to archives.
31	<p>Maps--operational Series provides visual cartographic documentation that aids in airport functioning. Used for reference in the planning process. Contains maps, plats, charts, field notes, terrain sketches, and related records. Types of maps include topological maps of roads, ditches, fences, and subterranean pipes and tanks. Also includes zoning and noise contour maps.</p>	Until superseded or obsolete (Disposal Form RM 88*)	This record is vital
32	<p>Master plan and substantive studies Working documents, studies, correspondence, reports, and final Airport Master Plan, as well as updates to specific sections.</p> <p>a. Master plans and substantive studies b. Working documents</p>	<p>a. Permanent b. Destroy when superseded or obsolete (Disposal Form RM 88*)</p>	a. Consider offering to archives.
33	<p>Agendas and Minutes Agendas, minutes of airport board/commission meetings</p>	Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1	
34	<p>Newsletter</p>	Permanent	Consider offering to archives.

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
35	<p>Noise compatibility program records Records documenting agency development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Includes studies, reports, noise exposure and other maps, hearing records, public statements, and related documents. Program information includes a description and analysis of alternate measures, program measures to reduce or eliminate non-compatible land uses, a description of public participation, actual and anticipated effect of the program, and other summaries and descriptions.</p> <p>a. Program records described in 14 CFR 150.23(e) b. Other records</p>	<p>a. Permanent b. 5 years after program approved (Disposal Form RM 88*)</p>	<p>a. Consider offering to archives. 14 CFR 150.23(e)</p>
36	<p>Non-movement/movement area training certification Certification of training for areas of movement and non-movement within the Airport, required for personnel with access clearance.</p>	<p>Discard 2 years after expiration of access permit (Disposal form RM 88*)</p>	
37	<p>Notice to airmen (NOTAM) Reports the notification of air carriers as to changes in airport conditions. Subjects include construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, and others. Includes notice to airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.</p>	<p>Discard 2 calendar years after notice expired (Disposal form RM 88*)</p>	
38	<p>Passenger facility charges Monthly reports and related correspondence concerning airport's monthly collection of passenger facility charges which are levied on each flight ticket. Information concerning fund collection and expenditures is submitted quarterly to the FAA.</p> <p>a. Monthly reports b. Quarterly reports</p>	<p>a. Dispose when 5 years old (Disposal form RM 88*) b. Original to FAA, Airport copy- -dispose 3 calendar years after completion of the project. (Disposal form RM 88*)</p>	<p>14 CFR 158.61 through 71 Note: Smaller airports may not be subject to these requirements. See 14 CFR 158.11</p>
39	<p>Presentations Presentations talks and speeches given by airport personnel that are not historic in nature.</p> <p>a. Speech, script and presentation slides b. Working files</p>	<p>a. Destroy when 10 years old or when superseded or obsolete whichever is sooner. (Disposal form RM 60) b. Destroy after presentation or when no longer needed as reference material for additional presentations (Disposal form RM 88*)</p>	

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
40	Off airport aviation event records Correspondence, waivers of authorization, and releases of liability	Destroy 3 years after date of event (Disposal Form RM 88*)	MCA 27-2-209
41	Safety committee minutes	Permanent	Consider offering to archives.
42	Security program records This record series documents the objectives, methods and procedures, designed to prevent or reduce illegal activities or interference with civil aviation. This series may include, but is not limited to, airport description, maps, master security plans, access control information, training programs, incident management procedures, procedures for public advisories, law enforcement personnel information, contingency plans, and related records. a. Program records described in 49 CFR 1542.103 b. Other records	a. Permanent. b. Retain for a minimum period of 2 calendar years after they have been superseded. (Disposal form RM 88*)	49. CFR 1542.103 This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. a. Consider offering to archives.
43	Tenant finance Records documenting the financial relationship between the Airport and its tenants – comprised of concessionaires and airlines. Documents relate to the fees charged to, and collected from airport tenants and document the development of rates charged by the airport. a. Annual survey of airline lease rates and modifications to previous rates used in rate negotiations b. Terminal Rent Charge Reports from the airport to each tenant detailing allocation of charges for utilization of general use areas c. Commission payments received from airport concessions d Audit services which document airport financial audits of tenants.	a. Dispose when 10 years old (Disposal form RM 60) b. Dispose 7 years after the fiscal year to which the records relate. (Disposal form RM 88*) c. Destroy 1 year after the end of the fiscal year to which the records relate. (Disposal form RM 88*) d. Destroy 3 years after completion of the audit. (Disposal form RM 88*)	

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.

Montana Local Government Airport Retention Schedule #31

ITEM NO.	RECORD TITLE & DESCRIPTION	RETENTION TIME & (DISPOSAL FORM)	COMMENTS/CITATIONS
44	<p>Tenant relations Records concerning routine matters and interactions between the Airport and its tenants</p> <p>a. Tenant reports <i>Monthly reports submitted from tenants containing financial information such as tenant's gross revenue. Information in the reports is used when negotiating lease fees and for long-range planning</i></p> <p>b. Tenant and Operations Correspondence <i>Administrative correspondence between Airport Administration and tenants concerning current, transitory issues such as parking area allotments or notification of temporarily closed areas.</i></p> <p>c. Tenant Projects. <i>Records document improvement, alteration, or repair work conducted by tenants in their leased areas. Record types include correspondence, project specifications, and blueprints</i></p>	<p>a. Cities/Towns: See Municipal Retention Schedule #8 Municipal Common Records Counties/Authorities: See General Schedule #1</p> <p>b. Destroy when 2 years old (Disposal form RM 88*)</p> <p>c. Destroy 5 years after completion of the project. (Disposal form RM 88*)</p>	
45	<p>Topographical and land survey information Information concerning the location of the airfield by coordinates, its topography, and all other geological or physical features affecting airfield use and construction.</p>	Permanent. Update as needed.	Current information is vital. Consider offering to archives.
46	<p>Transitory records Records used in the course of project administration not covered under other records series</p>	Destroy 3 years after completion of the project. (Disposal form RM 88*)	
47	<p>Vehicle titles and registration</p>	<p>Cities/Towns: See Municipal Retention Schedule #8 Counties/Authorities: See General Schedule #1</p>	

* If records are over 10 years old, use Disposal Form RM 60 and submit it to soslocalgovtreccom@mt.gov for approval prior to record disposal.