

**Department of Aviation**  
Records Retention Schedule 2001-0042  
Effective Date: October, 2002  
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***Organizational Placement***

**Schedule number: 2001-0042**

**Agency:** Department of Aviation

**Program:** Statewide Services

***Program Description:***

The Statewide Services program is responsible for the management and development of the Department of Aviation which is charged with developing and administering a safe, reliable, and effective aviation system within Oregon, per ORS 835.

The Statewide Services program is responsible for managing the Department's financial business including but not limited to billing, budget preparation, reimbursements, managing payroll and benefits, and risk management. The Department maintains a working relationship with Department of Administrative Services which assists the Department of Aviation with varied fiscal needs and functions.

In addition, the Statewide Services program is responsible for ensuring departmental outreach and educational efforts meant to address the needs and concerns of aviation constituents, stakeholders, the community at large, and educational institutions. The program provides tracking and coordination of aviation related legislation, administrative rule preparation and coordination, and provides the Department's Public Information Officer.

The Statewide Services program is also responsible for maintaining the Department's resource materials while providing project support to other agency programs as needed including assistance with outreach, scheduling, data entry, and mailings. Furthermore, the program is responsible for maintaining the agency's petty cash fund, maintenance of supplies and distribution of mail, the scheduling of meetings for staff, oversees preventative and corrective maintenance on office equipment, oversees the management of the agency's contracts, and provides oversight and direction in managing all agency records and files.

The Department of Aviation Director is appointed by the Governor to provide leadership, vision, and direction and has broad authority for implementing the agency's mission. The director is ultimately responsible for the Oregon Aviation Plan and the development of policies and resources in support of local and state agencies, the general public, private enterprise, and the international aviation community. To accomplish the Department of Aviation's mission the Director provides administrative guidance to the Oregon State Board of Aviation, directs the activities of Oregon's Department of Aviation, provides direction in shaping Oregon legislation pertaining to the aviation industry, and builds strong partnerships within Oregon, the national, and international community with agencies, businesses, and individuals with a stake in aviation.

***Program Records:***

**001 Annual Agency Report, 2000 - [ongoing] .25 c.f.**

Retain permanently, transfer to State Archives after 5 years

**002 Oregon Aviation Alliance Records**

Retain 5 years, destroy

**003 Citizen/Customer Complaint Records**

Retain 3 years after resolution, destroy

**004 Oregon Aviation Board Records, 2000 - [ongoing] .15 c.f.**

Minutes: (a) Audio Tapes: Retain until transcribed and verified, reuse

(b) Hard Copy: Retain permanently, transfer to the State Archives after 10 years

(c) Other records: Retain 3 years, destroy

**005 Oregon Aviation Plan, 2000 - [ongoing] .10 c.f.**

Retain permanently, transfer to State Archives after 10 years

**006 State Aeronautics Board Records, 1965-1973 1.5 c.f.**

(a) Minutes: Retain permanently, transfer to State Archives after 5 years

(b) Other Records: Retain 5 years, destroy

**007 Town Hall Meeting Records**

Retain 3 years, destroy

**008 Web-site Records**

Retain until superseded or obsolete, destroy

***Database Records***

None

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

**Financial Records 166-300-0025**

Budget Preparation Records

Cash Receipt Records

Competitive Bid Records

Correspondence

Fiscal

Emergency Board Request Records

Petty Cash Fund Records

**Information Management Records - OAR 166-300-0030**

Public Records Disclosure Request Records

Records Management Records

**Payroll Records OAR 166-300-0035**

Employee Payroll Records

Employee Time Records

**Personnel Records - OAR 166-300-0040**

Conference and Workshop Records

Employee Personnel Records

**Risk Management Records - OAR 166-300-0045**

Incident Reports

***Organizational Placement***

**Schedule number: 2001-0042**

**Agency:** Department of Aviation

**Program:** Aircraft and Pilot Registration

***Program Description:***

The Aircraft and Pilot Registration program is responsible for registering and issuing certificates to all pilots and non-military/exempt aircraft based in Oregon per ORS 837.005, .015, .020,.025, .040, .045, and .060 requiring pilots and aircraft registration with the Department of Aviation within 60 days of arrival in the State.

Funds generated by the registration of pilots are channeled to the Oregon Emergency Management Division of the State Police for use conducting aerial search and rescue efforts. Funds from the registration of aircraft support the Department of Aviation's operations. In addition, the program licenses aircraft dealers operating within Oregon. The fees assessed aircraft dealers include state registration for all aircraft owned, held, and sold by the dealer.

In addition, the program provides the Agency's receptionist who serves as the initial contact between the agency and its customers.

***Program Records:***

**009 Aircraft Daily Reports**

Retain 6 years, destroy

**010 Aircraft Certificate Tracking Reports**

Retain 1 year, destroy

**011 Aircraft Dealers License Records**

Retain until superseded or obsolete, destroy

**012 Aircraft Registration Records**

Retain current and past previous, destroy

**013 Counts of Pilots by Type/County Reports**

(a) Monthly: Retain 2 years, destroy

(b) Annual: Retain 20 years, destroy

**014 Exempt Aircraft Quarterly Report**

Retain 10 years, destroy

**015 Monthly Aircraft/Pilot Counts by County Reports**

Retain 10 years, destroy

**016 Monthly Pilot and Aircraft Summary Reports**

Retain 2 years, destroy

**017 Pilot Daily Reports and Pilot Registration Records**

Retain 4 years, destroy

**018 Pilot Registration Certificate Tracking Reports**

Retain 3 years, destroy

**019 Year-end Listing of Aircraft**

Retain 10 years, destroy

***Database Records***

Aircraft/Pilot Registration

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Correspondence

Ephemeral

General

***Organizational Placement***

**Schedule number: 2001-0042**

**Agency:** Department of Aviation

**Program:** Airport Safety and Operations

***Program Description:***

The Airport Safety and Operations program is responsible for assisting in managing and coordinating the Department's air operations programs including but not limited to inspecting for approval or denial proposed airport/heliport sites, inspecting completed airports to ensure compliance with requirements for licensing, and supervising the Department of Aviation's participation and liaison with the Federal Aviation Administration. In addition, the program is responsible for operating and maintaining the Department's aircraft and conducts FAA 5010 Inspections to collect airport safety data.

***Program Records***

**020 Airport 5010 Inspection Records**

Retain until superseded, destroy

**021 Aircraft Flight Log**

Retain 6 years, destroy

**022 Airport Licensing Records**

Retain until superseded or obsolete, destroy

**023 Airport/Heliport Site Investigation Records**

(a) Approved: Retain 10 years after Airport/Heliport deactivation, destroy

(b) Denied: Retain 5 years, destroy

**024 Airport Watch Program Records**

Retain 10 years, destroy

**025 Flight Instructor Renewal Course Records**

Retain 4 years, destroy

***Databases Used***

Airport Data Master File

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Correspondence

Administrative

Ephemeral

General

Mailing Lists

Scheduling Records

**Facilities/Property Records - OAR 166-300-0020**

Vehicle Maintenance Records

Work Orders

### ***Organizational Placement***

**Agency:** Department of Aviation

**Program:** Aviation Planning

**Schedule number: 2001-0033**

### ***Program Description:***

The Aviation Planning program is responsible for the development, oversight, and evaluation of the aviation system within Oregon and the development and use of land on and around airports, airfields, and landing strips as well as developments that may impact aviation use of airspace in Oregon.

The Aviation Planning program is responsible for directing and managing planning involving the state aviation system and the management of the Oregon Continuous Aviation System Planning Program. Aviation Planning gathers, evaluates, prepares, and presents information to the Director to assist in the formulation of policy and assist with creation and implementation of the state's Aviation Plan. In addition, the program liaisons between the Department and other state and local agencies concerned with and interested in issues relevant to aviation within Oregon and provides advice and assistance for planning outside of the Department of Aviation. Furthermore, the senior planner assists in the implementation of the Federal Aviation Administrations regulations and guidelines concerning aviation policy and planning and assists in the development of the Oregon Transportation Plan, Modal, and Corridor plans relevant to aviation.

In addition, Aviation Planning is responsible for the evaluation and analysis of information and materials pertaining to land use, zoning, and planning adjacent to landing strips, air fields, and airports in order to evaluate what impact and hazards are posed. The program provides technical assistance and advice to local governments concerning land use and zoning while assisting them to comply with Oregon statues regarding land use laws pertaining to airports and their surrounding area.

The Aviation Planning Program oversees the administration and coordination of construction activities at non state-owned airports funded by Federal and State monies and is responsible for administering the Department of Aviation's grant programs. In addition, the program liaisons between local, state, and federal agencies to determine airport needs, planning, funding sources, while assisting with the grant application process and developing contracts. The program is responsible for remaining knowledgeable of issues and plans that impact Oregon's aviation system, analyzing proposed laws and rules, providing interface between the Department and other governmental agencies concerning aviation planning efforts, and assists in the development of aviation planning and policy development. Aviation Planning is responsible for administering the General Aviation Airport Entitlement Program, the Pavement Maintenance Program, and the Financial Aid to Municipalities Grant Program.

***Program Records:***

**026 Tall Tower Program Records**

Retain until superseded or obsolete, destroy

**027 Acoustical Counter (RENS) Program Records**

(a) Audiotapes: retain until information transcribed and verified, reuse

(b) Diskettes: Retain until issuance of Annual Report, purge

(c) Annual Report: Retain 10 years, destroy

***Database Records***

Airport Information Management System (AIMS)

Tall Towers

Tall Tower Locations

RENS (Acoustical Counter)

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Contracts and Agreements

Correspondence

Administrative

Ephemeral

General

Policy and Procedure Guidelines and Manuals

**Financial Records - OAR 166-300-0025**

Competitive Bid Records

Correspondence

Fiscal

Grant Records

**Information Management Records - OAR 166-300-0030**

Forms Development Records

***Organizational Placement***

**Schedule number: 2001-0042**

**Agency:** Department of Aviation

**Program:** State-owned Airports

***Program Description:***

The State-owned Airports program is responsible for the management of Oregon's State-owned Airports including preparation and oversight of all leases and land use agreements, conducting compliance investigations, and the coordination of construction projects at state owned airports. State-owned Airports is responsible for ensuring that State Airport properties are efficiently and effectively managed per ORS 836.025. The program provides oversight and ensures compliance concerning agreements and leases for using state airports, their grounds, and their development.

In addition, the program is responsible for the management, construction, maintenance, planning, and implementation of standards at Oregon's state-owned airports and provides technical advice to communities regarding the aviation industry and serves as a liaison between the Department of Aviation and project engineers, consultants, and the FAA.

The State-owned Airports program is responsible for administering the Department's Federal Airport Improvement Grant program, provides technical assistance to airport managers and local communities, and assists in the preparation and monitoring of contracts for the State Airports Manager. The program coordinates the Federal Grants and Construction Project by negotiating contracts and agreements, oversees land acquisitions, and monitors capital construction projects designed to maintain and/or continually upgrade airport facilities to meet FAA standards for NPIAPS airports and to maintain non-NPIAS airports at their appropriate designated level under the Aviation System category.

The State Airports Manager is responsible for the development and implementation of policies and procedures governing the use of state-owned airports, ensures compliance with all rules and regulations pertaining to state-owned airports, and provides oversight for all functions of the State-owned Airport program to ensure compliance with federal and state standards.

The State-owned Airports program is responsible for providing technical assistance concerning all zoning, planning, and construction activities of airports including but not limited to the creation of manual and CAD airport drawings, illustrations of aeronautical zones and surfaces, creating property diagrams for leases and agreements, reviews aeronautical obstruction requirements, and oversees the production and storage of aerial photographs of airports in Oregon. In addition, the program conducts research and reviews issues concerning property rights, ownership, and easements and coordinates surveys of department controlled, state owned properties. The program serves as the agency's Building Safety Manager.

***Program Records:***

**028 Airport Records**

- (a) Master Plans: Retain current and past previous, destroy
- (b) All others: Retain 10 years after airport deactivation, destroy

**029 Federal Communications Commission License Records**

Retain until superseded or obsolete, destroy

**030 Fuel System Records**

Retain 5 years after removal of system, destroy

**031 Hazardous Materials Cleanup Records**

Retain 30 years after cleanup completed, destroy

**032 Maintenance Plan**

Retain until superseded or obsolete, destroy

**033 Project Notebooks**

Retain 10 years after Airport deactivation, destroy

***Database Records***

Agreements

Airport Layout Plans

Department of Aviation Acreage & Values

***State Agency General Records Retention Schedule Records:***

**Administrative Records - OAR 166-300-0015**

Contracts and Agreements

Correspondence

Administrative

Ephemeral

General

Lease

Mailing Lists

Policy and Procedure Guidelines and Manuals

Scheduling Records

**Facilities/Property Records - OAR 166-300-0020**

Building Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Equipment Maintenance Records

Fixed Asset Inventory Reports

Vehicle Maintenance Records

**Financial Records - OAR 166-300-0025**

**Competitive Bid Records**

Grant Records

Cash Receipts 2001 (see Invoices)

Ledgers (see General Ledger Transaction Reports)

Purchasing Records

Receipts

**Risk Management Records OAR 166-300-0045**

Hazard Exposure Records

Safety Program Records