

## Regional Airport Records Retention Schedule (Draft)

This schedule lists Regional Airport records commonly found in county offices. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Records Series	Definition	Retention Period
Air Traffic Reports - Monthly	Monthly report to the Federal Aviation Administration (FAA) on the number of take-offs and landings.	Retain 1 year
Air Traffic Reports - Annual	Annual report to the FAA on the number of take-offs and landings.	Permanent
City Summary & Economic Analysis	Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.	Retain for 10 years
Federal Aviation Administration (FAA) Reports	Includes aircraft inventory, wind rose charts, etc.	Retain for 5 years
Field Weather Reports	Weather reports accumulated by field activities.	Retain 90 days
Inspection Records	Inspections by the FAA, Ohio Department of Transportation (ODOT), County Auditor, Health District, Oil Companies, etc.	Retain for 3 years, provided audited
Zoning Records	Records related to the regulation and restriction of land use adjacent to or in the immediate vicinity of the airport.	Permanent

\*Retention periods based on FAA Records Disposition Reference Table:

[https://www.faa.gov/about/initiatives/records/policy/media/retention\\_schedule.pdf](https://www.faa.gov/about/initiatives/records/policy/media/retention_schedule.pdf)