



1 RECORDS RETENTION SCHEDULE : Department of Airports

2 EFFECTIVE DATE: 1/14/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the **Countywide Record Retention Schedule** for retention and destruction periods of records commonly found in all departments/entities. Refer to a **department or entity's Record Retention Schedule** for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Human Resources / Risk Management	ACCIDENT / INCIDENT REPORTS: Aircraft	Yes: Before Completion		Copies - When No Longer Required	Always send originals to Risk Management (other than minor fist aid); copies; GC §26201
2 Department of Airports	AGREEMENTS & LEASES: Commercial Operating Agreements, FBO (Fixed Based Operations) Hangar / Tie Down (includes certificate of insurance)	Yes: Before Termination		Termination + 7 years	Consistent with County-Wide standards; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations; Contracts & Spec's=4 years; Wrongful Death=comp. + 5 years; Developers= comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et seq., GC §26202, 60201 et seq.
3 Department of Airports	AIRPORT COMMISSION MINUTES	Yes		Permanent	Department preference; GC §26202, 60201(d)(3)
4 Department of Airports	AIRPORT FORMATION / ORGANIZATION / REORGANIZATION (Approved by the Board of Supervisors)	Yes		When No Longer Required	Copies- Clerk of the Board retains permanently; GC §§26201, 60201
5 Department of Airports	AIRPORT MANAGEMENT DATABASE	Yes		Indefinite	Data is interrelated; GC §§26202, 60201
6 Department of Airports	AIRPORT MASTER PLANS	Yes		Permanent	Department preference (copies); GC §§26201, 60201
7 Department of Airports	AIRPORT OPERATIONS (FAA Circulars, etc.)			Superseded	Non-records
8 Department of Airports	AIRPORT PERMIT	Yes		Permanent	Department preference; GC §26202, 60201
9 Department of Airports	AIRPORT STATE LICENSE (Safety Inspections)	Yes		Expiration of License + 4 years	Covers all statute of limitations; GC §26202, 60201, CCP §337 et seq.
10 Department of Airports	CERTIFICATES OF INSURANCE - Miscellaneous (can't match to a FBO or Hangar / Tie Down)			7 years	Covers Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); CCP §§336(a), 337 et. seq., GC §26202, 60201
11 Department of Airports	CITATIONS / CODE ENFORCEMENT ACTIONS / NOTICES OF VIOLATIONS (includes noise and safety complaints)			Resolution + 3 years	Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; GC §§26202, 60201 et seq.
12 Department of Airports	CUSTOMER LISTS (Includes hangar inventories, tiedown inventories)	Yes		When No Longer Required	Transitory Record; GC §26202, 60201 et seq.
13 Department of Airports	DAILY FACILITY LOGS & MAINTENANCE: Meter Reading & Adjustments, Facility Maintenance Logs, (Forms FAA-198, FAA-6003-1, FAA-6030-1)			Permanent	Department preference; Consistent with Statewide Guidelines; GC §26202, 60201, 14 CFR 171.13 - 171.213
14 Department of Airports	DAILY LOGS & MAINTENANCE: Radio Equipment Operation Records, FAA Maintenance, Technical Performance Record (Forms FAA-418, FAA- 2396, FAA-2397, FAA-6830)			7 years	Also maintained in the database; Consistent with Statewide Guidelines (no particular retention requirements in law); GC §26202, 60201, 14 CFR 171.13 - 171.213
15 Department of Airports	EMERGENCY OPERATIONS / DISASTER RECOVERY	Yes		Until Superseded	Most are non-records; GC §26202, 60201

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code	CFR Code of Federal Regulations	GC Government Code	LC Labor Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code	PC Penal Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code	R&T Revenue and Taxation Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service	UFC Uniform Fire Code

Schedule Abbreviations

USC United States Code	DP Department Preference	Page 1 of 2
VC Vehicle Code	CR Custodian of Record	
WC Water Code	Form RMP 3	
W&I Welfare and Institutions Code		Rev. 02/2024



1 RECORDS RETENTION SCHEDULE : Department of Airports

2 EFFECTIVE DATE: 1/14/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the **Countywide Record Retention Schedule** for retention and destruction periods of records commonly found in all departments/entities. Refer to a **department or entity's Record Retention Schedule** for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
16 Department of Airports	GATE / KEY USER ACKNOWLEDGEMENTS / TENANT PADLOCKS	Yes		Upon Disabling of Card / Key	Transitory records; GC §26202, 60201
17 Department of Airports	HANGAR KEY RECORDS			Termination + 10 years	Department preference to match Agreements & Leases for hangar records; GC §26202, 60201
18 Department of Airports	INVOICES	Yes		7 years	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §26202, 60201(d)(12)
19 Lead Dept.	MSDS (Material Safety Data Sheets) Masters OR List of Chemicals Used			30 years	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
20 Department of Airports	NPDES Permit (Stormwater Discharge Permit)	Yes		Expiration + 3 years	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
21 Department of Airports	PAYROLL	Yes		7 years	Department preference - relates to employee compensation; GC §26202, 60201(d)(12)
22 Department of Airports	RUNWAY INSPECTIONS / CALTRANS AERONAUTICS INSPECTIONS (Annual - includes letters of corrections and citations)			11 years	Department Preference; Statewide Guidelines recommend Current Year + 10 years for Runway Inspections, Current Year + 2 years for Safety Self-Inspections; GC §26202, 60201 et seq.
23 Department of Airports	STORMWATER: Industrial Notices / Code Enforcement / Violations / Spill Response			Resolution + 3 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
24 Department of Airports	STORMWATER: Monitoring, Chain of Custody, Guidance Information, Lab Reports			3 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
25 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / CMMS Database (Computerized Maintenance Management System)			Indefinite	Data is interrelated; GC §§26202, 60201
26 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / SOURCE PAPER DOCUMENTS after ALL information is entered in CMMS Database (Computerized Maintenance Management System)			When No Longer Required	Preliminary documents (Database is the original); GC §§26202, 60201
27 Business Unit Providing Service / Work	WORK ORDERS / Request for Service Forms / SOURCE PAPER DOCUMENTS NOT on CMMS (or partially entered in CMMS) (Business Unit providing service retains originals; Business Unit requesting service is considered a copy)			7 years	County preference to facilitate claims and grant reimbursements, including Federal Aid for Construction (FEMA always sends an audit notice within 3 years following the last payment); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §26202, 60201

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code	CFR Code of Federal Regulations	GC Government Code	LC Labor Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code	PC Penal Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code	R&T Revenue and Taxation Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service	UFC Uniform Fire Code

Schedule Abbreviations

USC United States Code		DP Department Preference	Page 2 of 2
VC Vehicle Code		CR Custodian of Record	
WC Water Code		Form RMP 3	
W&I Welfare and Institutions Code		Rev. 02/2024	