AVIATION MANAGEMENT & FLIGHT DIRECTOR AND DEPUTY DIRECTOR'S OFFICE

195.01 Budget and Fiscal Administration File (Duplicates)

Dates: 1983 Volume: 15 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological

This record series consists of purchase orders; invoice, contractual and travel vouchers; bills; vendor charge forms; summary of expense records and other budget and general accounting printouts documenting the expenditures and procurement of goods and services for the Air Institute.

This item supersedes State Records Application 87-63, item 79, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

195.02 Federal Aviation Administration Records (Agency Record Copies)

Dates: 1960 - Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical

This record series consists of the agency record copies of records filed and issued by the F.A.A. to operate their "135 Charter Operation." Included are copies of pilot medical records, pilot license, air taxi certificate, operating manual and

periodic updates and any unrelated correspondence.

This item supersedes State Records
Application 87-63, item 80, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office

permanently.

195.03 Aircraft Leases and Contracts (Duplicates)

Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible

Arrangement: By type of aircraft

This record series consists of duplicate copies of aircraft leases, contracts and amendments to contracts. The agency record copy is maintained by the Office of Legal Counsel. (See Application 87-62, #152). The Purchasing Office retains their copy of this record series for six (6) years under the authority of Application 87-66, #120.

This item supersedes State Records Application 87-63, item 81, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

195.04 Payroll Reports (Duplicates)

Dates: 1984 Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of payroll distribution sheets, fringe benefit reports (accrued

vacation and sick time report) and student worker timesheets.

This item supersedes State Records
Application 87-63, item 82, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

195.05 Business Summary Collection Records (Duplicates)

Dates: 1984 Volume: 4 1/2 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series contains records of monies collected by Air Institute. Included are charge slips (i.e., Visa, Mastercard) fuel records, close out records for cash registers, cash register tapes, records of change from the Bursar's Office (10's, 20's, quarters, etc.), payment records, cash balance sheets and collection reports (shows which part of operation is generating the most revenue).

This item supersedes State Records
Application 87-63, item 83, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

195.06 General Correspondence (Agency Record Copies and Duplicates)

Dates: 1984 Volume: 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence with other university departments (i.e., Bursar's Office correspondence on unpaid bills), inquiries from the private sector (i.e., for job openings, verification of employment of former employees, verification of students being certified weather watchers, etc.) and incoming and outgoing correspondence of a general nature.

This item supersedes State Records Application 87-63, item 84, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

195.07 T-Hangar Leases (Originals)

Dates: 1986 Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original copies of leases leasing out Air Institute's hangars to private aircraft owners. These leases are renewed on a yearly basis.

This item supersedes State Records Application 87-63, item 85, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain six (6) years in office, then dispose of provided no litigation is pending or anticipated.

195.08 Director's Office Correspondence and Administration File

Dates: 1973 - Volume: 7 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft.

Arrangement: Alphabetical by subject,

then chronological

These files contain original and duplicate correspondence and reference material generated or received by the Director's Office of the Air Institute. Examples of documents maintained in this file include: correspondence to and from the duplicate director: original and university memorandum; duplicate meeting minutes from university-wide committees; newsletters from various organizations; reports from various airport organizations (AAAE, Illinois Aviation Forum, IDOT, National Intercollegiate Flying Association) and related reference materials.

This item supersedes State Records
Application 87-63, item 86, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then dispose of all duplicate, informational or routine items. Transfer remaining accumulation to the University Archives for evaluation and possible accessioning of records possessing archival value.

195.09 Advisory Committee Files (Originals)

Dates: 1982 - Volume: 1/2 Cu. Ft. Annual Accumulation Arrangement: Negligible Chronological

This record series consists of original meeting minutes and agendum of the Air Institute's

Advisory Committee. Also included herein would be all official correspondence between the director and any committee members.

This item supersedes State Records
Application 87-63, item 87, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently – either in the office or the University Archives.