



separation of employee, then dispose of provided no litigation is pending or anticipated.

**200.03 Aircraft Ownership Files (Duplicates)**

Dates: 1960 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical by FAA  
identification number

This record series consists of files documenting the purchase of all aircraft owned by the Air Institute. A typical file would include: original bills of sale; duplicate purchase orders; Department of Revenue tax exemption forms (form RR556); aircraft sales records, and bid-letting information. The originals of all of these documents (except the bills of sale) are maintained by the Purchasing Section.

This item supersedes State Records Application 87-63, item 90, 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 until aircraft is sold or traded, then dispose of provided no litigation is pending or anticipated.