

Recommendation: Retain at the discretion of the agency.

820.03 Grade Sheets (Duplicates)

Dates: 1974 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological, then by class

This record series consists of computer printout grade sheets showing, for each class under the Aviation Flight Division, names of all students enrolled with corresponding hours earned, grade earned, identification number, and class rank (i.e., freshman, sophomore, junior or senior). Original grade sheets are maintained on microfiche by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1151, 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 five (5) years in office, then dispose of.

820.04 Personnel Files

Dates: 1975 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By full and part time, then Alphabetical

This record series consists of personnel files for the flight instructors. Included are copies of their teaching certificates and operating procedure agreement statements. These documents are required to be kept on all current flight instructors by the Federal Aviation Agency.

This item supersedes State Records Application 87-63, item 1152, 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 for five (5) years after date of separation of employment, then dispose of.

820.05 Rental Pilot Applications

Dates: 1985 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: 1/4 Cu. Ft.
Arrangement: Alphabetical by name

These forms must be completed by any pilot renting aircraft from the Air Institute. Information included would be: pilot's name, address, home phone, business phone, pilot certification number, medical class and expiration date and ratings; whether or not he/she possesses a radio operator's permit; a summarization of his/her flight experience, and whether or not he/she is familiar with various aviation instruments and procedures.

This item supersedes State Records Application 87-63, item 1153, 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 for one (1) year after date of last rental, then dispose of provided no litigation is pending or anticipated.

820.06 Student Account Records

Dates: 1983 -
Volume: 20 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical by name

These files are utilized in the tracking and maintenance of students' financial accounts with the Aviation Flight Division. Included would be: dispatch sheets (detailing the aircraft or simulation assigned each student and the corresponding out in times); update summaries (periodically stating flight

time completed, additional flight time required, and funds remaining in the account), and copies of payment forms (showing funds received from students). Original records documenting these transactions are maintained by the General Accounting Office.

This item supersedes State Records Application 87-63, item 1154, 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.

820.07 Student Flight Records

Dates: 1983 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name

This record series contains the university's official student flight records. Included are records of each daily flight taken and training course outlines (detailing classes taken, training completed, proficiency tests passed, and areas needing improvement).

This item supersedes State Records Application 87-63, item 1155, 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 for five (5) years following date of graduation or last attendance, then dispose of.

820.08 Flight Order Billings

Dates: 1983 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of billings for flight instruction, books, aircraft rental, and extra flight time. Billings for students' original flight fees are paid through the Bursar's Office and are not included in this record series.

Daily business summaries of these billings are submitted to the Bursar's Office.

This item supersedes State Records Application 87-63, item 1156, 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 six (6) 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.