AVIATION MANAGEMENT & FLIGHT FISCAL OFFICE

200.01 Vacation/Sick Leave Requests (Originals)

Dates: 1968 Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by

employee name

This item supersedes State Records Application 87-63, item 88, 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 two (2) years in office, then dispose of provided no litigation is pending or anticipated.

200.02 Student Worker Personnel Files (Duplicates)

Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible

Arrangement: By active and inactive,

then alphabetical

This record series consists of files created for each student worker employed by the Air Institute. Included in a typical file would be: referral forms received from the Financial Aid Office; work authorization cards; change of status forms; evaluation forms, and termination notices. The originals of these documents are maintained by the Student Work and Financial Aids Office.

This item supersedes State Records
Application 87-63, item 89, 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 the date of termination or

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.