



**SAN DIEGO COUNTY  
REGIONAL AIRPORT AUTHORITY  
STAFF REPORT**

**Item No.  
5**

Meeting Date: **SEPTEMBER 6, 2012**

**Subject:**

**Annual Review and Amendment of the Airport Authority's Records and Information Management Program and Records Retention Schedules**

**Recommendation:**

Adopt Resolution No. 2012-0088, approving the amendments to the Authority's Records and Information Management Program and Records Retention Schedules.

**Background/Justification:**

Authority Policy 8.60 – Records Retention establishes the Authority policy for identifying, receiving, retaining, storing, protecting and disposing of the records of the San Diego County Regional Airport Authority.

Authority Policy 8.60 (1) requires Authority staff to oversee the development of the Authority's records retention policy. Section 8.60 (1)(a), (b) and (c) requires the Authority to retain each record for at least such period of time as applicable federal and state laws require; that each record is available and accessible for so long as the availability of such record is reasonably necessary for legal, historical, fiscal or administrative purposes; and that all records that are not necessary for legal, historical, fiscal or administrative purposes are destroyed in order to reduce the high cost of indexing, storing and handling the vast number of records that otherwise would accumulate.

Section 8.60 (3) requires a regular review, no less than annually, of the Authority Retention Policy. As part of the review, staff researched federal, state, and local codes and guidelines to determine if the approved records retention schedule meets current legal requirements.

The Records Management Program and the Authority's Records Retention Schedules were approved by the Board on May 2, 2005. On July 7, 2011, the Board adopted amendments to the Authority's Records and Information Management Program and Records Retention Schedules.

The purpose of the Records and Information Management Program is to provide for the proper and efficient management of the records and information of the San Diego County Regional Airport Authority.

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Staff consulted with each department's director, manager and records coordinator to determine if the approved schedule reflects current fiscal, administrative and historical requirements. Changes to the approved schedules are recommended based on current needs. Examples of proposed changes include the addition of new record series due to the establishment of new programs; deletion of outdated series that are not being used or no longer in existence; revised retention periods due to changes in operational needs; and revised record series descriptions to more accurately reflect the record type.

The draft revised retention schedules were reviewed and approved by department Directors and the General Counsel.

**Fiscal Impact:**

Not Applicable.

**Authority Strategies:**

This item supports one or more of the Authority Strategies, as follows:

Community Strategy     Customer Strategy     Employee Strategy     Financial Strategy     Operations Strategy

**Environmental Review:**

A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act ("CEQA"), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Pub. Res. Code §21065.

B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act Pub. Res. Code Section 30106.

**Equal Opportunity Program:**

Not Applicable.

**Prepared by:**

TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

RESOLUTION NO. 2012-0088

A RESOLUTION OF THE BOARD OF THE  
SAN DIEGO COUNTY REGIONAL AIRPORT  
AUTHORITY APPROVING AMENDMENTS TO THE  
AUTHORITY'S RECORDS AND INFORMATION  
MANAGEMENT PROGRAM AND RECORDS  
RETENTION SCHEDULES

WHEREAS, Authority Policy Section 8.60 – Records Retention establishes the Authority policy for identifying, receiving, retaining, storing, protecting and disposing of records of the San Diego County Regional Airport Authority; and

WHEREAS, Authority Policy 8.60 (1) requires Authority staff to oversee the development of a records retention policy that shall apply to the Authority and all of its departments; and

WHEREAS, staff has researched Government Code §12236 (a) and referred to local, state and federal codes and guidelines in preparing the proposed retention schedule; and

WHEREAS, the Board adopted the Authority's Records and Information Management Program and Records Retention Schedules on May 5, 2005, which was last amended on July 7, 2011; and

WHEREAS, staff recommends that the Board amend the Records and Information Management Program and Records Retention Schedules to reflect the Authority's current operations.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby APPROVES the amendments to the Authority's Records and Information Management Program (Attachment A) and Records Retention Schedules (Attachment B) ; and

BE IT FURTHER RESOLVED that the Board of the San Diego County Regional Airport Authority FINDS that this action is not a "project" as defined by the California Environmental Quality Act (CEQA) Pub. Res. Code § 21065; and is not a "development" as defined by the California Coastal Act, Pub. Res. Code § 30106.

PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a special meeting this 6<sup>th</sup> day of September, 2012, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

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TONY R. RUSSELL  
DIRECTOR, CORPORATE SERVICES/  
AUTHORITY CLERK

APPROVED AS TO FORM:

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BRETON K. LOBNER  
GENERAL COUNSEL

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**RECORDS AND INFORMATION MANAGEMENT PROGRAM**

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**SECTION 1. Purpose.**

The declared purpose of the Records and Information Management Program ("The Program") is to provide for the proper and efficient management of the records and information of the San Diego County Regional Airport Authority.

**SECTION 2. Definitions.**

- a. "Authority" means the San Diego County Regional Airport Authority.
- b. "Active Record" means a record that continues to be used with sufficient frequency to justify keeping the record in the office of creation.
- c. "Board" means the Board of the San Diego County Regional Airport Authority, consisting of nine members selected by diverse appointing authorities in the San Diego region and that is responsible for setting policies related to airport operations and the future air transportation planning needs of the region.
- d. "Director/Clerk" means Director, Corporate Services/Authority Clerk or a designated representative of the Authority Clerk of the Authority.
- e. "Disposition" means the allocation of public records to a particular location according to their categorization or for destruction.
- f. "Functional Filing Plan" is a logical and systematic structure, into which records are arranged and stored according to functions, to facilitate efficient retrieval and disposal of records.
- g. "Inactive Record" means a record that is no longer used in the day-to-day course of business, but must be preserved until the end of its retention period. Inactive records are often stored out of the office of creation in a records center or on offline media. They may either be destroyed according to established procedures or they may be transferred to an archival repository for permanent retention.
- h. "Public Record" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the Authority, regardless of physical form or characteristic. It does not include the records exempt from disclosure by express provisions of the law.
- i. "Public Records Request" means a formal request under the California Public Records Act for records held by a public entity. A request may be made in writing or orally. The request may be mailed, emailed, faxed, or personally delivered.

- j. A "record" shall mean any recorded information, regardless of medium or characteristics, that has been created or received by the Authority and that has been or is used in the accomplishment of work, as evidence of its activities or because of the information contained therein.
- k. "Records Center" means a contracted or Authority-operated central repository for housing all inactive records until they have met their specific retention requirements.
- l. "Records and Information Management" means the systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all records and information, including the establishment and maintenance of a system of filing, indexing, storing, preserving and disposing.
- m. "Retention Schedule" means that portion of the Records and Information Management Program approved by the Authority by resolution, describing records and information maintained by Authority departments and specifying, in accordance with statutory requirements or evaluation, the period of time which must elapse before disposition may be made of the body of records.
- n. "Writing" means handwriting, typewriting, printing, photostatting, photographing, and every other means of recording upon any form of communications or representation, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punch cards, discs, drums and other documents.

### SECTION 3. Ownership of Records and Information.

All records and information shall be the property of the Authority and, in this regard, outgoing officers, employees, and consultants shall deliver such records and information to their successors. No records and information are to be removed from the premises and stored in any unauthorized location (e.g., employee residences).

### SECTION 4. Responsibilities; Adoption.

- a. Board. The responsibility for approving the policy for the management of the records and information of the Authority rests with the Board of the Authority.
- b. Officers, employees, and consultants. It shall be the duty of each officer, employee, and consultant of the Authority to protect, preserve, store, transfer, destroy or otherwise dispose of, use, and manage Authority records and information only in accordance with applicable federal, state, or local law, including this Program and such rules as may be promulgated or approved by the Authority.
- c. Director/Clerk. It shall be the duty of the Director/Clerk to manage the Program for the Authority. The Director/Clerk may, among other

things, do the following to ensure the proper and efficient management of the records and information of the Authority:

1. Develop and circulate such instructions and regulations as may be necessary and proper to implement and maintain the Program, including instructions encouraging officers, employees, and consultants to dispose of or not place in files those documents, such as preliminary drafts, notes or interagency or intra-agency memoranda, not retained in the ordinary course of business;
  2. Advise and assist Authority departments in the preparation of records inventories and updating retention schedules;
  3. Contract with a Records Center to store records no longer required in active office areas, but which require further retention due to legal, operating or historical reasons;
  4. Maintain an index of all records stored offsite and respond to requests for inspection and/or copying of public records maintained in the Records Center, with the assistance of a department representative of the affected Department;
  5. Advise and assist other departments in reviewing and selecting materials to be transferred to the Records Center for preservation;
  6. Advise and assist other department in conducting surveys, studies and investigations, as well as assist in promoting an efficient Program for the Authority, including information management systems;
  7. Develop procedures for the protection of Authority records and information against natural or other disasters; and
  8. Periodically, on a regular basis not less than biennially, prepare and promulgate amendments to the Retention Schedule to reflect new categories and/or subcategories in the Functional Filing Plan determined by the Director/Clerk to be necessary, subject to the approval of the Board.
- d. General Counsel. It shall be the responsibility of the General Counsel to review the master retention schedule and records destruction requests to ensure that legal requirements are met.
- e. Departments. Each Authority Department shall establish and maintain an active, continuing program for the economical and efficient management of the records and information of the Department. Such program shall, among other things, provide for:

1. Effective control over the creation, maintenance and use of records and information in the conduct of business;
2. Promotion of the maintenance and security of records deemed appropriate for preservation;
3. ~~Segregation~~Identification and disposal of working files, in accordance with established procedures; and
4. Respond to requests for inspection and/or copies of public records and information of the department.

In accordance with Authority records retention timetables, those records and information which are not required in the current operation of a Department where they are made, used or kept shall be transferred to the Records Center so that the inactive records of the Authority may be centralized, efficiently and economically stored, and ensured of appropriate retention; and all records and information which can properly be destroyed or discontinued, shall be destroyed in accordance with Section "f."

f. Destruction of Records and Information.

1. The Board of the Authority hereby grants Division Vice Presidents and Department Directors, who are custodians of records and information for their division or department, authority to destroy records and information according to established retention periods, if the procedure for Destruction of Records and Information is followed. Requests for the destruction of original records, without making a copy thereof and in accordance with established retention schedules, shall be forwarded to the Director/Clerk and General Counsel for their written approval. The Board will receive written notification of destructions.
2. At a minimum, ~~a semi-~~an annual destruction of inactive records shall occur in accordance with the Retention Schedule in order to release valuable storage space for additional records and information.
3. This section shall not be construed as limiting or qualifying in any manner the authority provided in Section "g", hereinafter, provided for the destruction of records and information, documents, instruments, books and papers in accordance with the procedures therein prescribed.

g. Conditions of Destruction. Notwithstanding the provisions of Section "f", hereinabove, the Director/Clerk, having custody of records and information, regardless of the age of records and information, may, without approval of the Board of the Authority or the written consent of

the General Counsel, cause to be destroyed any or all of such records and information if all the following conditions are met:

1. The record is microfilmed, imaged or otherwise photographically reproduced as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent or nonpermanent records;
2. The system used to capture and maintain such a record is one that accurately and legibly reproduces the original thereof in all details and which does not permit additions, deletions or changes to the original document images;
3. The reproductions are made as accessible for public reference as the original records were; and
4. The microfilmed, electronically imaged, or otherwise photographically reproduced record shall remain accessible, accurate, authentic, reliable, legible, and readable throughout the record lifecycle; and no page of any record shall be destroyed if any such page cannot be reproduced with full legibility.

**SECTION 5. Inspection of Public Records.**

The California Public Records Act, Government Code Sections 6250-6270, requires state and local government agencies to disclose non-exempt public records to the public upon request. Therefore the terms of the California Public Records Act are hereby incorporated by reference and constitute the Public Records Request Policy of the Authority.

**San Diego County Regional Airport Authority  
Master Records Retention Schedule - PROPOSED 2012**

**ATTACHMENT B**

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| Category Code      | RECORD TYPE DESCRIPTION   | Office of Original   | Onsite | Offsite | Total | Media              | Vital | May Contain Confidential Information | Citations                          |
|--------------------|---|--|--------|---------|-------|--------------------|-------|--------------------------------------|------------------------------------|
| 0105-05            | <b>Correspondence - general correspondence, such as departmental memos, letters, and e-mail that do not fall under another records category departmental memos, letters, etc.</b>   | Dept.  | 2      |         | 2     | Paper              | No    |                                      | GC 34090<br>PUC 170046<br>GC 60201 |
| 0105-06<br>95      | <b>President-CEO Correspondence -correspondence external letters and memos received or sent by the President/CEO (excludes those generated by other departments)</b>  | Executive Offices CEO  | 2      |         | 2     | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201               |
| 0105-15            | <b>Administrative Reference Guide (ARG)- contains administrative procedures for the Authority</b>   | Business Planning  | S      |         | S     | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201               |
| 0105-20            | <b>Biographies - brief biographies of Executives, Board Members, and other staff as needed</b>  | Public, Community & Customer Relations- Marketing & Public Relations | S      |         | S     | Electronic         | No    |                                      | GC 34090<br>GC 60201               |
| 0105-25            | <b>Reception Logs - includes visitors, delivery, incoming FedEx, etc. logs</b>  | Corporate Services   | D/R    |         | D/R   | Paper              | No    |                                      | GC 34090<br>GC 60201               |
| 0105-30            | <b>Federal, State &amp; Local Government Agencies - agendas, minutes, notices, correspondence and reference materials</b>   | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      |                                    |
| 0105-35            | <b>Professional Development Records Conferences/Seminars Travel Records - records documenting participation in conference, training, or other continuing education programs that support professional development, continuing education or other certifications program of training sessions, confirmations, back-up travel request information, etc.</b> | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      |                                    |
| 0105-40            | <b>Professional Associations - agendas, minutes and general information for various professional organizations</b>  | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      |                                    |
| 0105-45            | <b>USPS Firm Mailing Book For Accountable Mail - log to track certified mail, return receipts, and international mail with the US Postal Service</b>  | Corporate Services   | 2      |         | 2     | Paper              | No    |                                      |                                    |
| 0110-05            | <b>Reference Publications - publications from various organizations, businesses, and governmental agencies</b>  | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      | GC 34090<br>GC 60201               |
| 0110-10            | <b>Brochures/Newsletters/Bulletins - from various professional associations, federal, state and local governments</b>   | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      |                                    |
| 0110-15            | <b>Consultant/Vendor Brochures &amp; and Catalogs - consultant and vendor publications for equipment, services &amp; supplies</b>   | Dept.  | D/R    |         | D/R   | Paper              | No    |                                      |                                    |
| 0105-50<br>0445-49 | <b>Departmental Policies &amp; and Procedures - specific departmental instructions, policies and procedures</b>   | Dept.  | S      |         | S     | Paper              | No    |                                      | GC 34090<br>GC 60201               |
| 0720-40<br>0445-25 | <b>Departmental Training - non-mandatory training materials including presentation, evaluations, sign-in sheet</b>  | Dept.  | 2      |         | 2     | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201               |
| 0105-55<br>0445-39 | <b>Departmental Working Files - includes material associated with works in progress that do not fall under a record category</b>  | Dept.  | D/R    |         | D/R   | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201               |

**San Diego County Regional Airport Authority  
Master Records Retention Schedule - PROPOSED 2012**

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| Category Code      | RECORD TYPE DESCRIPTION  | Office of Original                         | Onsite | Offsite | Total  | Media                         | Vital | May Contain Confidential Information | Citations                                |
|--------------------|--|--|--------|---------|--------|-------------------------------|-------|--------------------------------------|--|
| 0655-05<br>0420-06 | <b>Committee Minutes</b> - approved minutes of Board and citizen committees  | Corporate Services                         | Ind    |         | Ind    | Paper                         | No    |                                      | GC 11125.1<br>GC 34090<br>GC 60201       |
| 0655-10<br>0420-10 | <b>Committee Agenda Packets</b> - includes reports, presentations and back-up information  | Corporate Services                         | Ind    |         | Ind    | Paper                         | No    |                                      | GC 34090<br>GC 60201                     |
| 0655-15<br>0420-15 | <b>Airport Noise Advisory Committee (ANAC)</b> – minute copies, agendas, notices and recommendations ( <i>original minutes to Corporate Services</i> )   | Airport Noise Mitigation                   | 3      | 3       | 6      | Paper / Electronic            | No    |                                      | 14 CFR 150.1 et seq<br>21 CCR 5023, 5045 |
| 0655-20<br>0420-20 | <b>Airport Site Selection Program (formerly ATAP) - Public Working Group and Policy Advisory Group</b> - working group meeting agendas, action notes, correspondence and presentations ( <i>series has been discontinued</i> ) | Airport Planning                           | 2      | Ind     | Ind    | Electronic / Paper            | No    |                                      | CA PUC 170000 et seq.                    |
| 0655-25<br>0420-26 | <b>Committee Meeting Recordings</b> - recordings of meetings used for the preparation of minutes and public access   | Corporate Services                         | Ind    |         | Ind    | Audio Cassette / Compact Disc | No    |                                      | GC 34090<br>GC 60201                     |
| 0125-05            | <b>Records and Information Management Procedures Manual</b> - includes filing and records maintenance policies   | Corporate Services                         | S      |         | S      | Electronic                    | Yes   |                                      | GC 6253<br>GC 34090<br>GC 60201          |
| 0125-10            | <b>Records Retention Schedule</b> - adopted schedule for all Authority records and information ( <i>approved schedule is attached to the executed resolution and maintained indefinitely</i> )                                 | Corporate Services                         | S      |         | S      | Paper                         | Yes   |                                      | GC 14750                                 |
| 0125-15            | <b>Record Retrieval Requests</b> - completed request for the retrieval of information from off-site storage  | Corporate Services                         | D/R    |         | D/R    | Paper                         | No    |                                      | GC 6253<br>GC 34090<br>GC 60201          |
| 0125-20            | <b>Records Transmittal Data</b> - data documenting transfer of records to off-site storage ( <i>paper forms discarded after electronic data verified</i> )   | Corporate Services                         | Ind    |         | Ind    | Paper / Electronic (RS-SQL)   | No    |                                      | GC 6253<br>GC 34090<br>GC 60201          |
| 0125-25            | <b>Disposition Certification</b> - certificate verifying the destruction of records  | Corporate Services                         | Ind    |         | Ind    | Paper                         | No    |                                      | GC 6253<br>GC 34090<br>GC 60201          |
| 0125-30            | <b>Public Records Requests</b> - completed requests for information received from the public pursuant to the California Public Records Act   | Corporate Services                         | CL + 2 |         | CL + 2 | Paper                         | No    |                                      | GC 6253<br>GC 34090<br>GC 60201          |
| 0125-35            | <b>Compliance Reports</b> - annual reports of departmental compliance with the Authority's Records and Information Program; and includes retention schedule change approval forms  | Corporate Services                         | 3      |         | 3      | Electronic / Paper            | No    |                                      | GC 34090<br>GC 60201                     |
| 0225-05<br>0430-06 | <b>Business Continuity Plan</b> - emergency operations plan for the Authority, and includes related disaster recovery plans  | Business Planning / Information Technology | S      |         | S      | Electronic / Paper            | Yes   | X                                    | GC 34090<br>GC 60201                     |
| 0130-10            | <b>Strategic Business Planning Records</b> - records relating to project planning Authority-wide. Documents include but are not limited to: charts, timelines, workflows, and correspondence                                   | Business Planning                          | S      |         | S      | Electronic / Paper            | No    |                                      | GC 34090<br>GC 60201                     |

**San Diego County Regional Airport Authority  
Master Records Retention Schedule - PROPOSED 2012**

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|---------------|--|--|--------|---------|--------|--------------------|-------|--------------------------------------|----------------------|
| 0130-15       | <b>Short Term Business Planning Projects</b> - these are projects that have a limited durations of less than two years   | Business Planning  | 2      |         | 2      | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0130-20       | <b>Long Term Business Planning Programs</b> - these are programs that have a long-term duration of more than two years   | Business Planning  | 2      | Ind     | Ind    | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0135-05       | <b>Customer Relations Surveys</b> - information pertaining to reports, passenger surveys and airport benchmarking  | <del>Public, Community &amp; Customer Relations-Landside Operations</del>              | Ind    |         | Ind    | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0135-06       | <b>Customer Service Comments and Inquiries</b> - customer inquiries, comments, and responses ( <i>paper comment cards discarded after data input</i> )   | <del>Public, Community &amp; Customer Relations-Landside Operations</del>              | 2      |         | 2      | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0135-15       | <b>Customer Service Project Files</b> - contains information on special projects coordinated by Customer Service   | <del>Public, Community &amp; Customer Relations-Landside</del>                         | C + 2  |         | C + 2  | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0135-20       | <del><b>Americans with Disabilities Act (ADA Files) Customer Service Projects</b></del> - customer service initiatives and projects conducted to promote airport accessibility services and features <del>in accordance with the Americans with Disabilities Act</del> | <del>Public, Community &amp; Customer Relations-Airport Planning</del>                 | C + 10 |         | C + 10 | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0135-21       | <del><b>ADA Assessments and Audits</b></del> - records documenting compliance with the Americans with Disabilities Act   | Airport Planning   | Ind    |         | Ind    | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0140-05       | <b>Art Program Records</b> - information pertaining to the Airport's art program administration, performing arts and cultural exhibits, annual art contests, and Art Committee meetings ( <i>artists' contracts maintained by Corporate Services</i> )                 | <del>Public, Community &amp; Customer Relations-Marketing &amp; Public Relations</del> | 3      |         | 3      | Electronic / Paper | No    |                                      | GC 34090<br>GC 60201 |
| 0140-10       | <b>Public Art Files</b> - information pertaining to the Airport's permanent public art assets, as well as significant art proposals  | <del>Public, Community &amp; Customer Relations-Marketing &amp; Public Relations</del> | Ind    |         | Ind    | Electronic / Paper | No    |                                      | GC 34090<br>GC 60201 |

**San Diego County Regional Airport Authority  
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|-------------------------------|---|-----------------------|--------|---------|--------|--|-------|--------------------------------------|-----------|
| <b>Storm Water Management</b> |   |                       |        |         |        | 40 CFR 122.21; 40 CFR 122.41; 40 CFR 122.41; 40 CFR 122.44; SWPPP 600.3; CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973 |       |                                      |           |
| 0201-05                       | <b>Inspection and Incident Records:</b> storm water management records pertaining to regularly scheduled and incident-specific inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images. Beginning in 2012, these records are maintained in the SANTRACK db.                   | Environmental Affairs | 10     |         | 10     | Electronic (SANTRACK)  | No    |                                      |           |
| 0201-06                       | <b>Monitoring Records:</b> storm water sampling records pertaining to dry and wet weather monitoring and other monitoring requirements as needed. Includes but is not limited to: samples and analysis  | Environmental Affairs | 5      |         | 5      | Electronic   | No    |                                      |           |
| 0201-07                       | <b>Education and Outreach Records:</b> storm water management records supporting education and outreach. Includes but is not limited to: marketing collateral and presentations   | Environmental Affairs | 5      |         | 5      | Electronic   | No    |                                      |           |
| 0201-08                       | <b>Management Plans:</b> written account of the overall storm water management program to be conducted by the Airport Authority to comply with the requirements of the storm water permits  | Environmental Affairs | Ind    |         | Ind    | Electronic   | No    |                                      |           |
| 0201-09                       | <b>Reports:</b> reports documenting the storm water management activities conducted to control storm water discharges. Annual reports include detailed information about findings, actions, and applicable supporting documentation. Category also includes reports documenting construction inspection activities related to storm water management. | Environmental Affairs | Ind    |         | Ind    | Electronic   | No    |                                      |           |
| 0201-10                       | <b>Construction Inspection Records:</b> records pertaining to storm water monitoring activities during construction projects. Includes but is not limited to: dates, findings, correspondence, and images. Final report located in category 0201-09, Reports.   | Environmental Affairs | CL + 5 |         | CL + 5 | Electronic   | No    |                                      |           |
| <b>Site Assessment</b>        |   |                       |        |         |        | CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973  |       |                                      |           |
| 0202-05                       | <b>Site Assessment and Mitigation Case Files:</b> records pertaining to the assessment of environmental pollutants on Airport property and any applicable clean-up efforts. Includes but is not limited to: investigations, logs, correspondence, sampling, analysis, and reports   | Environmental Affairs | 10     |         | 10     | Electronic / Paper   | No    |                                      |           |
| 0202-10                       | <b>Tenants Environmental Exposure:</b> documents provided by Tenants pertaining to their compliance with environmental laws or regulations enforced by external regulatory agencies   | Environmental Affairs | E + 10 |         | E + 10 | Electronic / Paper   | No    |                                      |           |
| 0202-15                       | <b>Reports:</b> final reports documenting site assessment and mitigation case actions and applicable supporting documentation   | Environmental Affairs | Ind    |         | Ind    | Electronic   | No    |                                      |           |

**San Diego County Regional Airport Authority  
Master Records Retention Schedule - PROPOSED 2012**

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|-------------------------------|---|-----------------------|--------|---------|--------|--|-------|--------------------------------------|-----------|
| <b>Industrial Hygiene</b>     |   |                       |        |         |        | <b>40 CFR 763.121</b>                      |       |                                      |           |
| 0203-05                       | <b>Inspection and Incident Records:</b> industrial hygiene records pertaining to the investigation of potential environmental pollutants in Authority buildings. Includes but not limited to: correspondence  | Environmental Affairs | 5      |         | 5      | Electronic                                 | No    |                                      |           |
| 0203-06                       | <b>Reports:</b> reports and surveys documenting findings, analysis, recommendations, and actions from industrial hygiene inspection and incident investigations. Category also includes reports documenting construction inspection activities related to industrial hygiene. | Environmental Affairs | Ind    |         | Ind    | Electronic / Paper                         | No    |                                      |           |
| 0203-07                       | <b>Asbestos and Lead-based Paint Database:</b> sample library to be used for identification and analysis. Includes but is not limited to: sample data and images  | Environmental Affairs | Ind    |         | Ind    | Electronic                                 | Yes   |                                      |           |
| 0203-08                       | <b>Construction Inspection Records:</b> records pertaining to industrial hygiene monitoring activities during construction projects. Includes but is not limited to: dates, findings, correspondence, and images. Final report located in category 0203-06, Reports.          | Environmental Affairs | CL + 5 |         | CL + 5 | Electronic                                 | No    |                                      |           |
| <b>Air Quality Management</b> |   |                       |        |         |        | <b>17 CCR § 95105; 40 CFR §98.3(g)-(h)</b> |       |                                      |           |
| 0204-05                       | <b>Inspection and Incident Records:</b> air quality management records documenting the monthly inspection of equipment and associated permits, such as boilers and generators. Records include but are not limited to log sheets  | Environmental Affairs | 10     |         | 10     | Electronic                                 | No    |                                      |           |
| 0204-06                       | <b>Management Plans:</b> written account of the overall air quality management program to be conducted by the Airport Authority to comply with the requirements of the Attorney General Memorandum of Understanding   | Environmental Affairs | Ind    |         | Ind    | Electronic                                 | No    |                                      |           |
| 0204-07                       | <b>Reports:</b> reports documenting the air quality management activities conducted to comply with air quality standards and measures   | Environmental Affairs | Ind    |         | Ind    | Electronic                                 | No    |                                      |           |

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| Category Code                | RECORD TYPE DESCRIPTION   | Office of Original    | Onsite | Offsite | Total  | Media   | Vital | May Contain Confidential Information | Citations |
|------------------------------|---|-----------------------|--------|---------|--------|---|-------|--------------------------------------|-----------|
| <b>Hazardous Materials</b>   |   |                       |        |         |        | CA Civ Proc 338(k), 338(l), 338.1; 42 USC 9603; 42 USC 9612(d), 9613(g); 42 USC 9658; 33 USC 1251 et seq; 42 USC 6972, 6973 |       |                                      |           |
| 0206-05                      | <b>Inspection and Incident Records:</b> records pertaining to regularly scheduled and incident-specific hazardous materials inspections and audits. Includes but is not limited to: tenant profile information, dates, findings, correspondence, and images | Environmental Affairs | Ind    |         | Ind    | Electronic  | No    |                                      |           |
| 0206-06                      | <b>Management Plans:</b> written account of the overall hazardous materials management program to be conducted by the Airport Authority to comply with the requirements of the hazardous materials permit(s)  | Environmental Affairs | Ind    |         | Ind    | Electronic  | No    |                                      |           |
| 0206-07                      | <b>Reports:</b> reports documenting hazardous materials management  | Environmental Affairs | Ind    |         | Ind    | Electronic  | No    |                                      |           |
| 0206-08                      | <b>Hazardous Waste Manifests:</b> shipping record documenting the chain of custody of hazardous waste generated and removed from airport property, including e-waste disposal   | Environmental Affairs | 5      |         | 5      | Paper   | No    | X                                    |           |
| <b>Wildlife Management</b>   |   |                       |        |         |        | GC 34090; GC 60201  |       |                                      |           |
| 0207-05                      | <b>Inspection and Incident Records:</b> records pertaining to incident-specific wildlife management inspections and audits. Includes but is not limited to: findings, correspondence, and images  | Environmental Affairs | 5      |         | 5      | Electronic  | No    |                                      |           |
| 0207-06                      | <b>Monitoring Records:</b> wildlife management research records pertaining to the wildlife located on Airport property. Includes but is not limited to: samples and analysis  | Environmental Affairs | 5      |         | 5      | Electronic  | No    |                                      |           |
| 0207-07                      | <b>Management Plans:</b> written account of the overall wildlife management program to be conducted by the Airport Authority  | Environmental Affairs | Ind    |         | Ind    | Electronic  | No    |                                      |           |
| 0207-08                      | <b>Reports:</b> reports documenting findings, analysis and recommendations from wildlife management monitoring activities and incident investigations   | Environmental Affairs | Ind    |         | Ind    | Electronic  | No    |                                      |           |
| <b>Environmental Affairs</b> |   |                       |        |         |        | GC 34090; GC 60201  |       |                                      |           |
| 0205-30                      | <b>Environmental Affairs Project Files -</b> documents and records related to activities initiated and managed by the Environmental Affairs Department which are unrelated to projects and activities outlined elsewhere                                    | Environmental Affairs | Ind 10 |         | Ind 10 | Electronic/<br>Paper  | No    |                                      |           |
| 0205-35                      | <b>Environmental Permits -</b> all environmental permits held by the Authority and related documentation  | Environmental Affairs | S + 5  |         | S + 5  | Paper   | Yes   |                                      |           |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original | Onsite | Offsite | Total | Media                | Vital | May Contain Confidential Information | Citations  |
|---------------|--|--------------------|--------|---------|-------|----------------------|-------|--------------------------------------|--|
| 0206-05       | Annual Asbestos Lead Surveys— review and evaluations, sampling and monitoring records, audits, inspection reports, enforcement actions, plans and specifications and related correspondence and documentation regarding asbestos and lead containing materials throughout Authority facilities   | Environ Affairs    | 4      | Ind     | Ind   | Electronic           | No    |                                      | 40 CFR 763.124   |
| 0206-10       | Hazardous Waste Management Documents— manifests and associated documents related to waste generated and/or disposed of by Authority  | Environ Affairs    | 3      | Ind     | Ind   | Paper                | Yes   |                                      | GA-Civ-Proc-338(k)-338(f)-338.1<br>42 USC 9603<br>42 USC 9612(d)<br>9613(g)<br>42 USC 9659, 33 USC 1261 et seq, 42 USC 6972, 6973  |
| 0206-15       | Site Assessment/ Mitigation Documents— reviews and evaluations, sampling and monitoring records, audits, inspection reports, enforcement actions, plans and specifications, and related correspondence and documentation generated as part of site assessment and remediation activities, including misc. building materials, lead, asbestos, mold, etc. | Environ Affairs    | Ind    |         | Ind   | Paper                | No    |                                      | GA-Civ-Proc-338(k)-338(f)-338.1<br>42 USC 9603<br>42 USC 9612(d)<br>9613(g)<br>42 USC 9659<br>33 USC 1261 et seq, 42 USC 6972, 6973  |
| 0206-20       | Storm water Management— plans and specifications, reviews and evaluations, sampling and monitoring records, audits, inspection reports, enforcement actions, and related correspondence and documentation generated in compliance with NPDES Storm water Permits   | Environ Affairs    | 5      | Ind     | Ind   | Paper                | No    |                                      | 40 CFR 122.21<br>40 CFR 122.41<br>40 CFR 122.44<br>40 CFR 122.44<br>SWPPP 600.3<br>GA-Civ-Proc-338(k)-338(f)-338.1<br>42 USC 9603<br>42 USC 9612(d)<br>9613(g)<br>42 USC 9658<br>33 USC 1261 et seq, 42 USC 6972, 6973 |
| 0206-25       | Wildlife Management— reports and related correspondence generated as part of wildlife management activities  | Environ Affairs    | 5      | Ind     | Ind   | Electronic/<br>Paper | No    |                                      | GC-34090<br>GC-60204   |

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| Category Code                            | RECORD TYPE DESCRIPTION   | Office of Original  | Onsite                                    | Offsite        | Total   | Media              | Vital         | May Contain Confidential Information | Citations   |
|--|---|---|---|----------------|---|--------------------|---------------|--------------------------------------|---|
| <del>0206-40</del>                       | <del>Tenants Regulatory Compliance—documents and records related to environmental activities and/or projects and/or permits/approvals initiated/performed/held by Airport Tenants in compliance with environmental laws or regulations enforced by the regulatory agencies directly and not necessarily by the Environmental Affairs Department</del> | <del>Environ Affairs</del>                                  | <del>3</del>                              | <del>Ind</del> | <del>Ind</del>  | <del>Paper</del>   | <del>No</del> |                                      | <del>GC 34090<br/>GC 60204</del>  |
| 0206-50                                  | HAZMAT—report of hazardous material spill   | Airside-Operations  | Ind                                       |                | Ind   | Paper              | No            |                                      | 14 CFR 139.324  |
| 0210-05                                  | Airport Security Program (ASP) - includes Procedures, Measures, Facilities and Equipment Used to Comply with 49 CFR Part 1542 – Airport Security; includes Parts 1520 and 1540. Maintained by Aviation Security personnel   | Aviation Security and Public Safety                         | Ind                                       |                | Ind   | Paper / Electronic | Yes           | X                                    | CFR 1542.103<br>Note: The airport operator shall maintain one current and complete copy of its security program and provide a copy to the Administrator upon request. Each airport operator shall restrict the distribution, disclosure, and availability |
| 0210-10                                  | Airport Security Program (ASP) Audit Program - employment history investigations. Maintained and disposed by Aviation Security personnel  | Aviation Security and Public Safety (Access Control Office) | 180 days after terminate access authority |                | 180 days after terminate access authority                 | Paper              | No            | X                                    | 49 CFR 1542.209   |
| 0210-15                                  | Audits of Identification System - audits required under the ASP. Maintained and disposed by Aviation Security personnel   | Aviation Security and Public Safety                         | AU + 2                                    |                | AU + 2  | Paper              | No            | X                                    | 49 CFR 1542.21  |
| 0210-20                                  | Airport Access Control Applicant Records - includes fingerprint application, employment history and finger-print based criminal history records check to comply with 49 CFR Part 1542.209. Maintained and disposed by Aviation Security personnel   | Aviation Security and Public Safety (Access Control Office) | 180 days after terminate access authority |                | 180 days after termination of unescorted access authority | Paper              | Yes           | X                                    | 49 CFR 1542.209   |
| <del>0210-25</del><br><del>4446-30</del> | <del>Security Incidents - includes bomb threats, potential hijacking, sabotage, unauthorized access &amp; other security breeches &amp; violations</del>  | <del>Airside Operations</del>                               | <del>2</del>                              |                | <del>2</del>  | <del>Paper</del>   | <del>No</del> | <del>X</del>                         | <del>14 CFR 139.325</del>   |
| 0215-05                                  | Noise Monitoring Data - Airport Noise and Operations Monitoring System (ANOMS) and Geographic Information System (GIS) - Airport Noise and Operations Monitoring System (ANOMS) and Geogrphic Information System (GIS) data <del>airport noise data</del>   | Airport Noise Mitigation                                    | 10  |                | 10  | Electronic (ANOMS) | No            |                                      | 14 CFR 150.1 et seq<br>21 CCR 5023, 5045  |

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|-------------------------------|--|--------------------------|--------|---------|--------|--------------------|-------|--------------------------------------|--|
| 0215-10                       | <b>Noise Monitoring Reports and Logs - Airport Noise and Operations Monitoring System (ANOMS) Printouts, Reports and Logs</b> - records documenting includes complaints documentation & log, missed approach & early turn data, GIS data, etc. based on data from the Airport Noise and Operations Monitoring System (ANOMS) | Airport Noise Mitigation | 2      | 3       | 5      | Electronic / Paper | No    |                                      | GC 34090<br>GC 60201   |
| 0215-20                       | <b>Noise Matters Newsletter</b> - community newsletter required by Title 21  | Airport Noise Mitigation | 5      | Ind     | Ind    | Paper / Electronic | No    |                                      | Admin.<br>GC 34090<br>GC 60201   |
| 0215-25                       | <b>Part 150 Noise Compatibility Program</b> - includes (1) noise exposure map & supporting documents; (2) description and analysis of the alternative measures; (3) program measures to reduce or eliminate present and future non-compatible land use; federal register approval publication                                | Airport Noise Mitigation | Ind    |         | Ind    | Paper              | No    |                                      | 14 CFR 150.21,<br>150.23, 150.31,<br>150.35                                |
| 0215-30                       | <b>Noise Related Project Files</b> – documentation relating to future projects   | Airport Noise Mitigation | CL + 2 | 3       | CL + 5 | Paper              | No    |                                      | CCP 337.15   |
| 0215-35                       | <b>Title 21 Noise Monitoring Plan/Approval</b> - State plan for noise monitoring and associated approvals  | Airport Noise Mitigation | S      | Ind     | Ind    | Paper              | No    |                                      | 21 CCR 5023,<br>5033   |
| 0215-40                       | <b>Title 21 Noise Variances</b> - includes application and supporting documentation  | Airport Noise Mitigation | 6      | Ind     | Ind    | Paper              | No    |                                      | 21 CCR 5053,<br>5054, 5057   |
| 0215-45                       | <b>Remote Monitoring Terminal (RMT) Calibration Reports</b> - periodic calibration data  | Airport Noise Mitigation | 6      | 4       | 10     | Electronic         | No    |                                      | 21 CCR 5045<br>Maintain for 10 years for business reasons PUC 170042       |
| 0215-50                       | <b>Title 21 Noise Quarterly Reports (Form DOA 617)</b> - includes contour map, annual noise impact area, daily CNEL measurement, number of total aircraft operations during quarter, estimated number of operations of the highest noise level aircraft type   | Airport Noise Mitigation | 3      | Ind     | Ind    | Paper / Electronic | No    |                                      | 21 CCR 5025,<br>5045 CCP 338<br>Maintain for 10 years for business reasons |
| 0215-55                       | <b>San Fleet Mix</b> – research data regarding arrivals and departures gathered from reports submitted by Airlines and ANOMS for inclusion in the Title 21 Noise Quarterly Reports   | Airport Noise Mitigation | 5      |         | 5      | Paper              | No    |                                      | GC 34090<br>GC 60201   |
| 0220-05<br><del>1416-06</del> | <b>Aircraft Accident-Incident Report</b> - includes description of what happened to aircraft/contents/occupants/facilities   | Airside Operations       | 2      | Ind     | Ind    | Electronic / Paper | No    | X                                    | 14 CFR 139.325   |
| 0220-05<br><del>1416-26</del> | <b>Runway Incursions</b> - occurrence involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation between aircraft taking off, intending to take off, landing or intending to land at an airport   | Airside Operations       | 5      |         | 5      | Paper              | No    |                                      | 14 CFR 139.329   |
| 0220-10<br><del>1416-10</del> | <b>Aircraft Rescue and Firefighting (ARFF)</b> - includes training, drills, daily report, and fire alarm reports and paramedic daily activity reports  | Airside Operations       | 3      |         | 3      | Paper              | No    |                                      | 14 CFR 139.317,<br>139.319   |

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|-------------------------------|--|---|--------|---|--------|-----------------------------------|-------|--------------------------------------|----------------------|
| 0220-15<br><del>4446-16</del> | <b>HPD Sick and Injury Reports</b> - copies of sick and injury reports reported to HPD   | Airside Operations  | 2      |   | 2      | Paper                             | No    | X                                    | 14 CFR 139.319       |
| 0220-20<br><del>4446-20</del> | <b>Ground Vehicles Accident/Incident Reports</b> - copies of reports issued by HPD   | Airside Operations  | 5      |   | 5      | Paper                             | No    | X                                    | 14 CFR 139.329       |
| 0440-05<br><del>0306-06</del> | <b>Air Service Development Projects</b> -includes PowerPoint presentations, surveys, data analysis, strategic plan. Note: presentations may include restricted data per BTS, <a href="http://www.bts.gov/programs/airline_information/sources/#RE">http://www.bts.gov/programs/airline_information/sources/#RE</a> STRICT for more information | Air Service Development   | CL + 2 |   | CL + 2 | Paper / Electronic                | No    | X                                    | GC 34090<br>GC 60201 |
| 0305-10                       | <b>Marketing Campaign File</b> - records related to the development, implementation, and management of marketing initiatives. Documents include but are not limited to: media plans, campaign strategy plans, budgets, and special event planning files.   | Marketing & Public Relations & <del>Route Services</del>                            | C + 3  |   | C + 3  | Electronic                        | No    |                                      | GC 34090<br>GC 60201 |
| 0305-15                       | <b>Marketing Collateral and Publications</b> – archival copies of Authority produced brochures, posters, flyers, advertisements, announcements, programs and books   | Marketing & Public Relations & <del>Route Services</del>                            | Ind    |   | Ind    | Paper / Electronic                | No    |                                      | GC 34090<br>GC 60201 |
| 0305-30                       | <b>SDIA Photographs-Slides-Video</b> - includes airlines   | Marketing & Public Relations & <del>Route Services</del>                            | Ind    | Ind ( <del>maintain w/Major Video, Inc.</del> ) | Ind    | Photos/ Slides/ Video/ Electronic | No    |                                      | GC 34090<br>GC 60201 |
| 0305-35                       | <b>Logo Files</b> - Authority logos and other graphics relating to SDIA and Authority  | Marketing & Public Relations & <del>Route Services</del>                            | Ind    |   | Ind    | Electronic                        | No    |                                      | GC 34090<br>GC 60201 |
| 0305-40                       | <b>Media Release Forms</b> - records documenting permission to use an individual's image in publications and other marketing collateral in a variety of media, such as print, video, and the internet  | Marketing & Public Relations & <del>Route Services</del>                            | Ind    |   | Ind    | Paper                             | No    |                                      | GC 34090<br>GC 60201 |
| 0310-05                       | <b>Photographs-Slides-Video</b> - including personnel, events, press conferences and airport information   | <del>Public, Community &amp; Customer Relations-</del> Marketing & Public Relations | 2      | Ind   | Ind    | Slides/ Photos/ Video             | No    |                                      | GC 34090<br>GC 60201 |
| 0310-10                       | <b>Fact Sheets</b> - airport statistics and facts  | <del>Public, Community &amp; Customer Relations-</del> Marketing & Public Relations | S      |   | S      | Electronic                        | No    |                                      | GC 34090<br>GC 60201 |

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|---------------|--|---|--------|---------|-------|-------------------------------|-----------|--------------------------------------|----------------------|
| 0310-15       | <b>News Clippings</b> – includes newspaper and video clips regarding the Authority and the airline industry Site Selection News Clippings ( <i>Site Selection News Clippings retained indefinitely; maintained electronically starting 04/2006</i> ) | <del>Public, Community &amp; Customer Relations- Marketing &amp; Public Relations</del>   | D/R    | D/R     | D/R   | Paper / Electronic Video      | No        |                                      | GC 34090<br>GC 60201 |
| 0310-25       | <b>Publications/Newsletters</b> - publications created to communicate with internal and external partners, such as: annual reports, Aviation Matters: A Report to Jurisdictions, San e-Newsletter, and eJetstreams                                   | <del>Public, Community &amp; Customer Relations- Marketing &amp; Public Relations</del>   | Ind    |         | Ind   | Paper / Electronic            | No        |                                      | GC 34090<br>GC 60201 |
| 0310-30       | <b>News Releases</b> - media advisories of Authority issues  | <del>Public, Community &amp; Customer Relations- Marketing &amp; Public Relations</del>   | 2      |         | Ind   | Electronic                    | No        |                                      | GC 34090<br>GC 60201 |
| 0310-35       | <b>Presentations</b> - for community groups  | <del>Public, Community &amp; Customer Relations- Marketing &amp; Public Relations</del>   | S      |         | S     | Electronic                    | No        |                                      | GC 34090<br>GC 60201 |
| 0310-40       | <b>Speaking Confirmation Sheets</b> - includes an overview of the presentation/speaking points and the date, time, location of the speaking engagement and the organization  | <del>Public, Community &amp; Customer Relations Inter-Gov &amp; Community Relations</del> | 2      |         | 2     | <del>Paper</del> / Electronic | No        |                                      | GC 34090<br>GC 60201 |
| 0310-45       | <b>Ceremonies and Events</b> - preparation materials, backup information and correspondence  | Dept.   | 2      | 2       | 4     | Paper                         | No        |                                      | GC 34090<br>GC 60201 |
| 0310-55       | <b>Communications Plan</b> - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)  | <del>Public, Community &amp; Customer Relations- Marketing &amp; Public Relations</del>   | S      | Ind     | Ind   | Paper / Electronic            | No        |                                      | GC 34090<br>GC 60201 |
| 0405-05       | <b>Accounts Payables</b> - includes invoices, check requests, P.O. payments, Pcard payments, and correspondence - 1099's & 1096 ( <i>data maintained in E-1 indefinitely</i> )   | Accounting  | 1      | 3       | 4     | Paper                         | Yes (E-1) | X                                    | PUC 170046           |
| 0405-10       | <b>Accounts Receivable</b> - including billing records and master transaction data and supporting documentation  | Accounting  | 1      | 3       | 4     | Paper                         | Yes (E-1) |                                      | PUC 170046           |
| 0405-11       | <b>Surplus Equipment Sales</b> – includes Board resolution copy, transfer report, correspondence and check copy  | Procurement   | 3      |         | 3     | Paper                         | No        |                                      | GC34090<br>GC 60201  |

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|---------------|---|-------------------------------------|---|--------------|---|--------------------|-------|--------------------------------------|--|
| 0405-15       | Cancelled Checks - returned paid Authority checks   | Accounting                          | 4   |              | 4   | Electronic         | No    |                                      | PUC 170046<br>CCP 337, 337.15                                    |
| 0405-20       | Contract Payments - documentation to make payments  | Accounting                          | 1   | 4            | 5   | Paper              | No    | X                                    | PUC 170046<br>CCP 337, 337.15                                    |
| 0405-40       | Monthly Accounting Entries – includes but not limited to journal entry form and backup documentation, monthly banking and account reconciliations, and allocations  | Accounting                          | 2   |              | 2   | Paper              | No    | X                                    | PUC 170046   |
| 0405-45       | <b>Grant Records Administration</b> – includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records may be found in other departmental records categories in construction project files.<br><i>For grants not involving equipment, close is defined as "the day the grantee submits its final expenditure." For grants involving equipment, close is defined as "the day the equipment is disposed or replaced." Equipment is defined as: machinery, including facility operations (such as air conditioning/heating units, backup generators, jetways, etc.) and heavy equipment machinery; vehicles (with or without an engine, such as trams and carts; pre-fabricated buildings, computer equipment, including scanners, printers, etc.; and office furniture and furnishings. (original grant agreement on file with Corporate Services and maintained indefinitely)</i> | Dept. / Financial Planning & Budget | <del>Final FAA Close + 3</del> , or Granting Agency requirement, whichever is longer & all pending matters closed |              | <del>Final FAA Close + 4</del> , or Granting Agency requirement, whichever is longer & all pending matters closed | Paper / Electronic | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090<br>49 CFR 18.36, 49 CFR 18.42 |
| 0405-46       | FAA Annual Reports - Financial Governmental Payment Report and Operations & Financial Summary Report (FAA Form 5100-126 5100-127)   | Accounting                          | <del>5</del> 10   | <del>5</del> | 10  | Paper              | No    |                                      | GC 34090<br>GC 60201<br>PUC 170046                               |
| 0405-47       | Grant Records-Unsuccessful - includes application and related correspondence for unsuccessful grant applications  | Dept. / Financial Planning & Budget | 2   |              | 2   | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201   |
| 0405-50       | Travel and Expense Reports - receipts and back-up data  | Accounting                          | 1   | 3            | 4   | Paper              | No    | X                                    | GC 34090<br>GC 60201<br>PUC 170046                               |
| 0405-60       | Telecommunications Invoices - invoice detail for Authority Telecommunication systems  | Information Technology              | 2   |              | 2   | Paper / Electronic | No    |                                      | CCP 337<br>GRS 24 Item 11  |
| 0405-65       | Passenger Facility Charges (PFC) Reports - back up information related to life to date PFC approval, revenue & reimbursement expenses. Data entered into FAA SOAR system.   | Financial Planning & Budget         | Application Closeout + 1  | 2            | Application Closeout + 3  | Paper              | No    |                                      | 14 CFR 158.67  |
| 0405-68       | Passenger Facility Charges (PFC) Application - including record of decision, application, and airline consultation documents  | Financial Planning & Budget         | Application Closeout + 1  | 2            | Application Closeout + 3  | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090                               |

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|---------------|---|-----------------------------|----------------------|---------|----------------------|--------------------|-------|--------------------------------------|---|
| 0405-75       | <b>Airport Parking Lot Profit and Loss Statements</b> - revenue and expense reports. <i>Note: Series discontinued as of March 16, 2012. Statements are now filed with 0405-20, Contract Payments.</i>                                       | Ground Trans.               | 1                    | 3       | 4                    | Paper              | No    |                                      | PUC 170046                                    |
| 0405-77       | <b>Airlines Rates and Charges Work Papers</b> — models and presentations  | Financial Planning & Budget | 10                   |         | 10                   | Electronic         | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090            |
| 0405-90       | <b>General Ledger</b> – general ledger data, trial balance, fixed assets and other related schedules ( <del>GL data maintained in E-4</del> )   | Accounting                  | Ind                  |         | Ind                  | Electronic (E-1)   | Yes   |                                      | GC 34090<br>GC 60201<br>PUC 170046            |
| 0410-05       | <b>Operating and CIP Budget Work Papers</b> - back-up information related to the development of the proposed and adopted capital improvement and operating budgets ( <i>adopted budget on file with the Corporate Services Department</i> ) | Financial Planning & Budget | 5                    |         | 5                    | Electronic         | No    |                                      | PUC 170046                                    |
| 0410-30       | <b>Quarterly/Annual Treasurer's Investment Report</b> - quarterly and annual summaries of Authority investments   | Financial Planning & Budget | 2                    | 3       | 5                    | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090            |
| 0410-35       | <b>Departmental Budget</b> - departmental budget working papers   | Dept.                       | 2                    |         | 2                    | Paper              | No    |                                      | GC 34090<br>GC 60201                          |
| 0410-40       | <b>Daily Deposit Receipts</b> - detailed items for daily bank deposit   | Accounting                  | 1                    | 3       | 4                    | Paper              | No    |                                      | GC 34090<br>GC 60201<br>PUC 170046            |
| 0410-45       | <b>Monthly Financial Statements</b> - includes balance sheet & income statement w/variance analysis & other supplemental schedules  | Accounting                  | D/R                  |         | D/R                  | Electronic         | No    |                                      | GC 34090<br>GC 60201<br>PUC 170046            |
| 0410-50       | <b>Investment Account Statement</b> – statement of Authority investments from our investment advisors   | Financial Planning & Budget | 3                    |         | 3                    | Paper / Electronic | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090            |
| 0410-55       | <b>Trade Tickets</b> - authorization to purchase or sell a security, includes transaction details   | Financial Planning & Budget | Life of Security + 1 |         | Life of Security + 1 | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090            |
| 0415-05       | <b>Insurance Claim File</b> - includes invoice, supporting records, pictures, photographs, medical records, and other supporting documentation related to insurance and/or cost recovery claims, not including workers' compensation claims | Risk Mgmt                   | CL + 2               | 2       | CL + 4               | Paper              | No    | X                                    | CA Civ Proc 337, 337.2, 337.15, 338, 340, 352 |
| 0415-10       | <b>Insurance Policies</b> - includes policies, certificates, endorsements, and binders  | Risk Mgmt                   | S                    | Ind     | Ind                  | Paper / Electronic | Yes   | X                                    | CA Civ Proc 337, 337.2, 337.15, 338, 340, 352 |
| 0725-10       | <b>Injury and Illness Notifications</b> - records documenting the notification of an injury and illness. Includes but is not limited to: correspondence and forms   | Human Resources             | 2                    |         | 2                    | Paper / Electronic | No    | X                                    | GC 34090<br>GC 60201                          |

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| Category Code      | RECORD TYPE DESCRIPTION  | Office of Original                  | Onsite | Offsite    | Total      | Media                         | Vital | May Contain Confidential Information | Citations   |
|--------------------|--|-------------------------------------|--------|------------|------------|-------------------------------|-------|--------------------------------------|---|
| 0725-15<br>0416-16 | <del>Injury and Accident Records Workers Compensation Claims - case file including but not limited to: forms, reports, correspondence, legal filings, and other supporting documentation. - completed forms reports, correspondence, legal filings, and other supporting documentation relating to an accident report and/or workers' compensation claim</del> | Human Resources                     | CL + 2 | Ind-CL + 3 | CL + 5 Ind | Paper / Electronic            | No    | X                                    | 8 CCR 10102<br>8 CCR 14307<br>29 CFR 1904<br>29 CFR 1910.1020   |
| 0415-20            | Annual Risk Management Reports   | Risk Mgmt                           | 2      | Ind        | Ind        | Electronic                    | No    |                                      | OMB 1220-0029;<br>29 CFR 1904.4;<br>GC 60201  |
| 0725-35<br>0416-26 | MSDS - Material Safety Data Sheets - information data for storage and usage of hazardous chemicals   | Procurement / Facilities Management | S + 30 |            | S + 30     | Paper                         | No    |                                      | 29 CFR Parts 1910, 1926<br>14 CFR 139.321<br>CCP 338(k), 338(l), 338.1<br>42 USC 9603<br>42 USC 9612(d), 9613(g)<br>42 USC 9658<br>33 USC 1251 et seq 42 USC 6972, 6973 |
| 0415-30            | Vendor Insurance Files – includes correspondence, Insurance Certificate, and contractual insurance requirements (correspondence and supporting documentation are removed prior to offsite storage and only insurance certificates are retained indefinitely.)  | Risk Mgmt                           | E + 2  | Ind        | Ind        | Paper                         | No    |                                      | GC 34090<br>GC 60201  |
| 0725-20<br>0416-36 | OSHA Form 300 Log – log of recordable injuries or illnesses  | Human Resources                     | 5      |            | 5          | Electronic                    | No    | X                                    | 29 CFR 1904.2, 1904.4, 1904.6, 1904.7   |
| 0415-40            | Insurance Inspection Reports – includes loss control inspection reports, property appraisals and related reports   | Risk Mgmt                           | S      | Ind        | Ind        | Paper                         | Yes   |                                      | GC 34090<br>GC 60201  |
| 0415-45            | Renewal Correspondence – records relating to the renewal of Authority insurance policies. Documents include but are not limited to renewal information and correspondence.   | Risk Mgmt                           | E + 1  |            | E + 1      | Paper                         | No    | X                                    | GC 34090<br>GC 60201  |
| 0420-05            | Audit Reports - final reports of internal process and business partner audits  | Chief Auditor                       | C + 5  | Ind        | Ind        | Paper / Electronic            | No    |                                      | PUC 170046  |
| 0420-10            | Audit Work Papers - documentation in support of the audit reports, includes recommendation follow-up data (maintained electronically in TeamMate beginning 2007)   | Chief Auditor                       | C + 3  | 7          | C + 10     | Paper / Electronic (TeamMate) | No    |                                      | PUC 170046  |
| 0420-16            | <del>Audit Reports (Non-Financial) – final reports of internal operational audits conducted by external auditors on an as-needed basis</del>   | Chief Auditor                       | C + 5  | Ind        | Ind        | <del>Paper / Electronic</del> | No    |                                      | <del>GC 34090<br/>GC 60201</del>  |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original   | Onsite | Offsite | Total | Media                       | Vital | May Contain Confidential Information | Citations  |
|---------------|--|--|--------|---------|-------|-----------------------------|-------|--------------------------------------|--|
| 0420-16       | <b>External Audit Reports</b> - comprehensive annual financial reports & single audits   | Accounting   | D/R    |         | D/R   | Paper                       | No    |                                      | GC 34090<br>GC 60201<br>PUC 170046   |
| 0425-05       | <b>Employee Payroll Files</b> - includes copies of W4's PAFS, and PERS/CERS Information ( <i>originals maintained in Human Resources</i> )                                 | Accounting   | T      |         | T     | Paper                       | No    | X                                    | LC 226, 1174<br>26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5                                     |
| 0425-10       | <b>Employee Time Sheets</b> - completed approved employee timesheets ( <i>payroll data maintained indefinitely in E-1; electronic effective 1/1/06</i> )                   | Accounting /<br>Facilities<br>Management /<br>Landside<br>Operations | 4      |         | 4     | Paper /<br>Electronic (E-1) | Yes   | X                                    | LC 1174<br>26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5<br>29 CFR 516.2                          |
| 0425-15       | <b>Payroll Register</b> - listing of each employee's gross pay w/tax, deduction information per pay period, and payroll journal entries. ( <i>Data maintained in E-1</i> ) | Accounting   | Ind    |         | Ind   | Electronic (E-1)            | No    | X                                    | PUC 170046<br>GC 34090<br>GC 37207   |
| 0425-30       | <b>Quarterly &amp; Annual Payroll Tax Reports</b> - quarterly and annual reports, such as includes W-2, 940, 941, DE 6, DE 7 and DE 166                                    | Accounting   | 2      | 2       | 4     | Paper /<br>Electronic       | No    | X                                    | GC 34090<br>29 USC 436<br>26 CFR<br>31.6001.1-4<br>IRS REG<br>31.6001-1(e)(2)<br>R&T 19530<br>29 CFR 516.5-516.6 |
| 0425-35       | <b>Pay Period Adjustment File</b> - correspondence, calculations, and supporting documentation regarding requests for payroll adjustment                                   | Accounting   | 2      |         | 2     | Paper                       | No    | X                                    | LC 226, 1174<br>26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5                                     |
| 0425-40       | <b>Payroll Obligations</b> - includes invoices, check requests, and correspondence related to payroll obligations, such as garnishments and union dues                     | Accounting   | 1      | 3       | 4     | Paper                       | No    | X                                    | GC 4090<br>29 CFR 516.2<br>PUC 170046  |
| 0430-05       | <b>Purchase Orders</b> - orders to purchase goods or services  | Procurement  | 5      |         | 5     | Paper /<br>Electronic       | No    |                                      | GC 34090<br>GC 60201   |

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| Category Code  | RECORD TYPE DESCRIPTION  | Office of Original                   | Onsite                        | Offsite | Total                         | Media              | Vital | May Contain Confidential Information | Citations                          |
|--|--|--------------------------------------|-------------------------------|---------|-------------------------------|--------------------|-------|--------------------------------------|------------------------------------|
| 0430-10  | <b>Solicitation Records, Unsuccessful</b> - records documenting the solicitation and procurement of goods, services, and public works projects related to <del>includes</del> bids, RFQ's, RFQL's, RFP's and supporting documentation submitted from vendors or contractors. Includes but is not limited to: solicitation request, correspondence, evaluations, <del>unsuccessful proposals</del> , RFP, and any applicable bid protests. <i>Notes: The proposal, qualifications, quotation or specification of the successful solicitation, evaluation or sole source memo, and bid advertisement (if applicable) are filed with the approved agreement in Corporate Services)</i><br><i>Beginning in January 2011, FDD is no longer the office of original for records related to on-call or service-related solicitations; however, they continue to be the office of original for construction bids.</i> | Procurement / Facilities Development | 3-5                           |         | 3-5*                          | Paper              | No    |                                      | CCP 337<br>GC 34090<br>GC 60201    |
| <i>*This change is being promulgated to address operational needs within Procurement and not to address the concerns of the OCA. Other records categories are being reviewed to ensure compliance with grant requirements.</i> |  |                                      |                               |         |                               |                    |       |                                      |                                    |
| 0430-11  | <b>Proposals - Unsuccessful</b> - proposals, qualifications, bids, quotations, specifications, and/or other supporting documents submitted by the unsuccessful bidder(s). <i>Note: The proposal, qualifications, quotation or specification submitted by the successful bidder are filed with the approved agreement in Corporate Services.</i>  | Procurement / Facilities Development | 2                             |         | 2                             | Paper              | No    | X                                    | CCP 337<br>GC 34090<br>GC 60201    |
| 0430-12  | <b>P-Card Cardholder Files</b> – may include but is not limited to p-card request/change form, cardholder agreement, and correspondence ( <i>destruction may occur within 1 year after deactivation of card provided audit has occurred</i> )  | Procurement                          | CL + Audit                    |         | CL + Audit                    | Paper              | No    | X                                    | GC 34090<br>GC 60201               |
| 0435-05  | <b>Commercial Paper Borrowings</b> - includes trustee and LOC account statement  | Financial Planning & Budget          | E + 1                         | 9       | E + 10                        | Paper              | No    |                                      | CCP 337.5                          |
| 0435-10  | <b>Bonds (Senior Lien)</b> - includes trustee account statements & administration  | Financial Planning & Budget          | E + 1                         | 9       | E + 10                        | Paper              | No    |                                      | CCP 337.5                          |
| 0435-12  | <b>Bond Closing Documents</b> - includes all tax certificates, legal opinions, and all documents included in the Official Statement  | Financial Planning & Budget          | Last Debt Service Payment + 1 | 4       | Last Debt Service Payment + 5 | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090 |
| 0435-20  | <b>Financial Feasibility Studies and Long Term Plans</b> – a variety of Authority projects and financings  | Financial Planning & Budget          | 2                             | 2       | 4                             | Paper / Electronic | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090 |
| 0435-25  | <b>Arbitrage Report</b> – calculation of interest earned on tax-exempt borrowings as required by US Treasury Regulations   | Financial Planning & Budget          | 2                             | 3       | 5                             | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090 |
| 0435-40  | <b>Repurchase Agreement Sweep Account Statements</b> – Operating cash reporting by primary Commercial Bank ( <i>series discontinued as of March 1, 2010</i> )  | Financial Planning & Budget          | 1                             | 4       | 5                             | Paper              | No    |                                      | PUC 170046<br>GC 60201<br>GC 34090 |
| 0505-05  | <b>Vehicle Title</b> - titles for Authority owned vehicles   | Facilities Management                | US/D                          |         | US/D                          | Paper              | Yes   |                                      | GC 34090<br>GC 60201               |

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| Category Code | RECORD TYPE DESCRIPTION   | Office of Original    | Onsite | Offsite | Total      | Media                 | Vital | May Contain Confidential Information | Citations                                   |
|---------------|---|-----------------------|--------|---------|------------|-----------------------|-------|--------------------------------------|---|
| 0505-10       | <b>Office Equipment Maintenance &amp; Repair Records</b> - case files for the maintenance or repair work of individual pieces of equipment. <b>Includes but is not limited to: manuals, maintenance histories, and correspondence</b>   | Dept.                 | US / D | 3       | US / D + 3 | Paper                 | No    |                                      | GC 34090<br>GC 60201                        |
| 0505-15       | <b>Inventories</b> - departmental inventories of Authority equipment  | Dept.                 | US     |         | US         | Electronic / Paper    | No    |                                      | GC 34090<br>GC 60201                        |
| 0505-20       | <b>Elevator/Escalator/Terminal Safety Inspections Log</b> - log book of for daily inspections of elevators, escalators, and terminals occurrences   | Facilities Management | 3      |         | 3          | Paper                 | No    |                                      | GC 34090<br>GC 60201                        |
| 0505-25       | <b>Vehicle Maintenance and Inspection</b> - relating to Authority owned vehicles  | Facilities Management | US/D   |         | US/D       | Paper                 | No    |                                      | GC 34090<br>GC 60201                        |
| 0605-05       | <b>Attorney Service Request</b> - completed request forms   | General Counsel       | S      |         | S          | Paper                 | No    | X                                    | GC 34090<br>GC 60201                        |
| 0605-10       | <b>Legal Advice</b> - memoranda, advice, and opinions on Authority matters issued by the General Counsel  | General Counsel       | Ind    |         | Ind        | Paper                 | No    | X                                    | PUC 25772<br>GC 34090<br>GC 60201           |
| 0605-15       | <b>Subject Matter Files</b> - legal issues relating to Projects; Airport Issues, etc.   | General Counsel       | 2      | Ind     | Ind        | Paper                 | No    | X                                    | GC 34090<br>GC 60201                        |
| 0605-20       | <b>Chronological Files</b> - copies of outgoing correspondence generated by the General Counsel's Office  | General Counsel       | 2      | Ind     | Ind        | Paper                 | No    | X                                    | GC 34090<br>GC 60201                        |
| 0605-25       | <b>Assignment Log</b> - log of all internal and external assignments completed by the General Counsel's Office  | General Counsel       | Ind    |         | Ind        | Electronic            | No    | X                                    | GC 34090<br>GC 60201                        |
| 0605-35       | <b>Closed Session Notes</b> - official notes of closed session meetings   | General Counsel       | 2      | 8       | 10         | Paper                 | No    | X                                    | GC 54957.2                                  |
| 0605-40       | <b>Oaths of Office</b> - oaths administered to public officials/employees as required by the California Constitution  | Corporate Services    | 4      |         | 4          | Paper                 | No    |                                      | GC 34090<br>GC 60201                        |
| 0605-45       | <b>Affidavits of Posting Board/Committee Meeting Agendas</b> and other miscellaneous postings   | Corporate Services    | 2      |         | 2          | Paper                 | No    |                                      | GRS 14 Item 15<br>GC 34090<br>GC 60201      |
| 0605-50       | <b>Driver Permit Appeals Appeals Filed Against the Authority</b> - correspondence regarding the denial of Authority driver permits  | Ground Trans.         | CL + 2 | 3       | CL + 5     | Paper                 | No    |                                      | Authority Code 9.22<br>GC 34090<br>GC 60201 |
| 0605-51       | <b>Appeals Log</b> - log of appeals received by Corporate Services  | Corporate Services    | Ind    |         | Ind        | Electronic            | No    |                                      | GC 34090(a)<br>GC 60201                     |
| 0605-55       | <b>Case Log</b> - chronological listing of cases  | General Counsel       | Ind    |         | Ind        | Paper / Electronic    | No    | X                                    | PUC 25772<br>GC 34090<br>GC 60201           |
| 0605-60       | <b>Ethics Program Records</b> - documentation supporting the report of alleged ethics violation. May include but not limited to: complaint or report of violation, investigative records, determination, and supporting documentation. <i>(maintained electronically in TeamMate)</i> | Chief Auditor         | D + 10 |         | D + 10     | Electronic (TeamMate) | No    |                                      | GC 34090<br>GC 60201                        |
| 0605-65       | <b>Governmental Filings</b> - records relating to the provision of information to local, state, and federal agencies. Documents include but are not limited to: Statement of Facts and Annual Survey of Public Employment & Payroll   | Corporate Services    | 2      |         | 2          | Paper                 | No    |                                      | GC 34090<br>GC 60201                        |

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| Category Code                 | RECORD TYPE DESCRIPTION   | Office of Original         | Onsite                                     | Offsite | Total                                      | Media                          | Vital | May Contain Confidential Information | Citations  |
|-------------------------------|---|----------------------------|--|---------|--|--------------------------------|-------|--------------------------------------|--|
| 0610-05                       | <b>Contracts/Agreements</b> - includes all CIP, MOU's, Grants and professional service contracts & agreements for the Authority. <i>Note: The bid advertisement (when applicable), proposal, qualifications, or quotation of the selected vendor and bid evaluation/sole source memo are filed with the approved agreement)</i>   | Corporate Services         | CL   | Ind     | Ind  | Paper                          | Yes   |                                      | CCP 336, 337 et seq.   |
| 0610-06                       | <b>Contract Management File</b> - records related to the management of an agreement or contract. Documents include but are not limited to: correspondence, work plans, task authorizations, and copies of agreements or contracts. <i>(Original task authorizations or related records changing the scope of work are transferred to Corporate Services for inclusion in the official agreement/contract file)</i>                                      | Dept.                      | <del>CL</del> E + 1                        |         | <del>CL</del> E + 1                        | Paper / Electronic             | No    |                                      | GC 34090<br>GC 60201   |
| 0610-10                       | <b>Leases</b> - includes tenant leases, permits, licenses, noise monitoring easements, etc. <i>(if applicable: the proposal, qualifications, or quotation of the selected lessee and bid evaluation memo are filed with the approved lease)</i>   | Corporate Services         | CL   | Ind     | Ind  | Paper                          | Yes   |                                      | CCP 336, 337 et seq.   |
| 0610-15                       | <b>Carrier Agreements</b> - plan documents and back-up information for employee benefits  | Human Resources            | E + 3                                      | 2       | E + 5                                      | Paper                          | No    |                                      | 29 USC 1113<br>29 USC 1027<br>29 USC 1059<br>29 CFR 2520-104b(1) |
| 0145-10<br><del>0615-25</del> | <b>FAA DBE &amp; ACDBE Program Files</b> - includes annual reports, goal methodology, concession plan, <del>achievement reports, and records related to prompt payment monitoring etc.</del>  | Small Business Development | 5  |         | 5  | <del>Paper</del><br>Electronic | No    |                                      | 49 CFR 26  |
| 0145-30<br><del>0615-30</del> | <b>Outreach Program Files</b> - includes documents promoting local small business participation. May include but not limited to: costs, events, notifications, and correspondence   | Small Business Development | 5  |         | 5  | Electronic                     | No    |                                      | NC-174-227 Item 8  |
| 0145-35<br><del>0615-35</del> | <b>Bonding &amp; Contract Financing Assistance Program</b> - documenting preliminary outreach efforts, business profiles and contracts to assist small business in obtaining and increasing bonding capacity. May include but not limited to: business financial documentation, business profiles, contracts, and correspondence  | Small Business Development | CL + 10                                    |         | CL + 10                                    | Paper                          | No    | X                                    | 49 CFR 26.51<br>10 CCR 2695.3                                    |
| 0145-40<br><del>0615-40</del> | <b>DBE and ACDBE Certification Files</b> - records documenting the initial certification of firms. Includes but is not limited to: the initial certification application and supporting documentation, on-site reports, recommendations, any investigative reports pertaining to the original certification, documentation pertaining to business ownership or other business changes, and determinations for certification as a disadvantaged business | Small Business Development | <del>Ind</del><br>Decertification + 1 year |         | <del>Ind</del><br>Decertification + 1 year | Paper                          | No    | X                                    | 49 CFR 23<br>49 CFR 26   |

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|--------------------|--|---|---|---------|---|---|-------|--------------------------------------|---|
| 0145-41            | <b>DBE and ACDBE Certification Updates</b> - annual and 5-year updates and supporting documentation, including but not limited to tax returns and on-site reviews  | Small Business Development              | 5 years or until subsequent 5-year update has been completed, whichever is longer |         | 5 years or until subsequent 5-year update has been completed, whichever is longer | Paper   | No    | X                                    | 49 CFR 23<br>49 CFR 26                              |
| 0145-42            | <b>DBE and ACDBE Certifications - Denied</b> - files of firms who have been denied certification   | Small Business Development              | Denial + 3 years  |         | Denial + 3 years  | Paper   | No    | X                                    | 49 CFR 23<br>49 CFR 26                              |
| 0620-10            | <del>Inter-Governmental Correspondence Letters to/from Elected Officials/Government Agencies</del> - letters to and from elected officials and government agencies regarding legislative Issues and Authority updates  | Inter-Gov. Rel.                         | 2   | Ind     | Ind   | Paper /<br>Electronic                                     | No    |                                      | NC1-237-77-3<br>Item 83(1b)<br>GC 34090<br>GC 60201 |
| 0620-30            | <b>Lobbyist Filings</b> – records related to the registration and activities of Authority-contracted and external lobbyists pursuant to state and federal law and Authority Code requirements. Documents may include: registration forms, disclosure statements, quarterly filings, and logs | Inter-Gov. Rel. /<br>Corporate Services | 5   |         | 5   | Paper /<br>Electronic                                     | No    |                                      | GC 34090<br>GC 60201                                |
| 0625-05            | <b>Litigation Files</b> - includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, etc.  | General Counsel                         | Ind   |         | Ind   | Paper   | No    | X                                    | NC1-237-77-3<br>Item 82<br>GC 6254                  |
| 0625-10            | <b>Subpoenas/ Summons</b> - filed against the Authority ( <i>duplicate, originals sent to General Counsel</i> )  | Corporate Services                      | 2   |         | 2   | Paper   | No    | X                                    | GC 26201<br>GC 34090(d)<br>GC 60201                 |
| 0625-10            | <b>Subpoenas</b> – related to non-Authority matters handled by the General Counsel ( <i>Corporate Services receives and logs all subpoenas and summons received by the Authority; original documents are forwarded to the General Counsel's Office; copies maintained for 2 years</i> )      | General Counsel                         | 3   |         | 3   | Paper   | No    | X                                    | GC 34090<br>GC 60201                                |
| 0625-20            | <b>Subpoenas-Summons Log</b> – log of all subpoenas and summons received by Corporate Services   | Corporate Services                      | Ind   |         | Ind   | Electronic  | No    |                                      | GC 26201<br>GC 34090(d)<br>GC 60201                 |
| 0630-05            | <b>Board-ALUC Minutes</b> - approved minutes of Board/ALUC meetings  | Corporate Services                      | Ind   |         | Ind   | Paper   | Yes   |                                      | GC 34090<br>GC 60201                                |
| 0630-10            | <b>Board-ALUC Agenda Packets</b> - includes staff reports, presentations and back-up information   | Corporate Services                      | 2   | Ind     | Ind   | Paper   | No    |                                      | GC 34090<br>GC 60201                                |
| 0630-15            | <b>Board-ALUC Meeting Recordings</b> - recordings of meetings used for the preparation of minutes and public access  | Corporate Services                      | Ind   |         | Ind   | Audio<br>Cassette /<br>Compact Disc<br>/ DVD /<br>Webcast | No    |                                      | GRS 21 Item 22<br>GC 34090.7                        |
| 0630-20            | <b>Affidavit of Publication</b> - board/committee meetings and public notices  | Corporate Services                      | 2   |         | 2   | Paper   | No    |                                      | GRS 14 Item 15<br>GC 34090<br>GC 60201              |
| 0620-45<br>0630-25 | <b>Board-ALUC Ordinances</b> - ordinances adopted by the Board/ALUC  | Corporate Services                      | Ind   |         | Ind   | Paper   | Yes   |                                      | GC 34090(e)<br>GC 60201                             |
| 0630-30            | <b>Board Correspondence</b> - letters/memos of Board Members   | Authority Board                         | 2   | 2       | 4   | Paper   | No    |                                      | GC 34090<br>GC 60201                                |

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| Category Code      | RECORD TYPE DESCRIPTION   | Office of Original | Onsite | Offsite | Total | Media      | Vital | May Contain Confidential Information | Citations                        |
|--------------------|---|--------------------|--------|---------|-------|------------|-------|--------------------------------------|----------------------------------|
| 0630-35            | <b>Information Packet - internal communication distributed to Board Members weekly and as needed</b>  | Authority Board    | 2      | 2       | 4     | Paper      | No    |                                      | GC 34090<br>GC 60201             |
| 0620-35<br>0630-45 | <b>Board Codes and Policies - codes and policies adopted by the Board governing the conduct of Authority business (approved redline version is attached to the executed resolution and maintained indefinitely; copies of supplements maintained separately)</b>  | Corporate Services | S      |         | S     | Paper      | Yes   |                                      | GC 34090<br>GC 60201             |
| 0620-40<br>0630-50 | <b>Board-ALUC Resolutions - resolutions adopted by the Board/ALUC</b>   | Corporate Services | Ind    |         | Ind   | Paper      | Yes   |                                      | GC 34090<br>GC 60201             |
| 0630-55            | <b>Board Member Appointments and Resignations</b>   | Corporate Services | 4      |         | 4     | Paper      | No    |                                      |                                  |
| 0635-05            | <b>Conflict of Interest Filings - completed FPPC Form 700 (Statement of Economic Interests) filed by Board Members, public members of the Audit committee, designated employees, and consultants</b>  | Corporate Services | 7      |         | 7     | Paper      | No    |                                      | GC 81009(e) & (g)                |
| 0640-05            | <b>Deeds and Easements - original deeds &amp; easements recorded by the County</b>  | Corporate Services | Ind    |         | Ind   | Paper      | No    |                                      | GC 34090<br>GC 60201             |
| 0640-10            | <b>Avigation Easements - easements filed by homeowners acknowledging noise conditions</b>   | Corporate Services | Ind    |         | Ind   | Paper      | No    |                                      | GC 34090                         |
| 0645-05            | <b>Claims against the Authority - filed by the Public - (duplicate, originals sent to General Counsel)</b>  | Corporate Services | 2      |         | 2     | Paper      | No    |                                      | GC 34090<br>GC 60201             |
| 0645-10            | <b>Claims Log - log of all claims received by Corporate Services</b>  | Corporate Services | Ind    |         | Ind   | Electronic | No    |                                      | GC 34090(d)<br>GC 60201          |
| 0645-20            | <b>Claims Case Files - record of claim filed against the Authority for damage to person or personal property, supporting documentation, investigative reports, correspondence with carriers and Audit &amp; Risk, staff report and resolutions of the Board concerning claims. (In case of litigation, subject to retention per 0625-05.)</b> | General Counsel    | D + 2  | 3       | D + 5 | Paper      | No    | X                                    | GC 25105.5                       |
| 0645-25            | <b>Harbor Police Reports and Claims - general memos and statistical information re: airport accidents/ incidents. (In case of litigation, subject to retention per 0625-05.)</b>  | General Counsel    | 2      | 3       | 5     | Paper      | No    | X                                    | GC 34090<br>GC 60201             |
| 0650-05            | <b>Permit Denial Appeals - filed against the Authority and includes appeal letter and supporting documentation Denial-of-Permits (duplicate, originals sent to Landside)</b>  | Corporate Services | 2      |         | 2     | Paper      | No    |                                      | GC 26201<br>GC 34090<br>GC 60201 |
| 0650-10            | <b>Incident Reports - general reports, correspondence and back-up information regarding incidents involving drivers (documentation may be transferred to permit file depending on severity of incident)</b>   | Ground Trans.      | D + 2  |         | D + 2 | Electronic | No    |                                      | GC 34090<br>GC 60201             |
| 0650-15            | <b>Parking Citations - Includes appeals and related correspondence</b>  | Ground Trans.      | D + 3  |         | D + 3 | Paper      | No    |                                      | GC 34090<br>GC 60201             |
| 0650-25            | <b>Notice of Violations - includes currently permitted vehicle violations and appeals</b>   | Ground Trans.      | 2      |         | 2     | Paper      | No    |                                      | GC 34090<br>GC 60201             |

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| Category Code                            | RECORD TYPE DESCRIPTION  | Office of Original                  | Onsite                                   | Offsite | Total                                    | Media                             | Vital | May Contain Confidential Information | Citations   |
|--|--|-------------------------------------|--|---------|--|-----------------------------------|-------|--------------------------------------|---|
| 0650-30                                  | <b>Airport Rules and Regulations</b> - document governing the general conduct of the public, tenants, employees and commercial users of the San Diego International Airport as their activities relate to the possession, management, supervision, operation and control of the airport by the San Diego County Regional Airport Authority.  | Business Planning                   | S  |         | S  | Electronic                        | Yes   |                                      | GC 34090<br>GC 60201  |
| 0650-31                                  | <b>Airport Rules and Regulations Quarterly Amendments</b> - approved redline and final version of updated sections   | Business Planning                   | Ind                                      |         | Ind                                      | Paper                             | No    |                                      | GC 34090<br>GC 60201  |
| 0650-35                                  | <b>TSA Punitive Action</b> - correspondence to and from the TSA regarding punitive action against the Authority. May include but not limited to: Letters of Investigation, Warning, and Civil Penalties  | Aviation Security and Public Safety | Ind                                      |         | Ind                                      | Paper                             | No    | X                                    | 49 CFR 1542   |
| 0705-05                                  | <b>Position Recruitment Files</b> - including applications, resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, examination answer sheets, job bulletins, eligibility, electronic database, personnel requisition, applicant flow logs, application - candidate, aptitude and skills test records (pending), DISC profiles & Myers Briggs type inventory, other assessments, employment ads ( <i>files maintained in NeoGov starting July 2008</i> ) | Human Resources                     | C + 2                                    | 2       | C + 4                                    | Paper /<br>Electronic<br>(NeoGov) | No    | X                                    | 29 CFR 1602.12<br>29 CFR 1602.14<br>29 CFR 1607.4<br>29 CFR 1627.3<br>CA Gov Code<br>12946 CA Gov<br>Code 12960 |
| 0705-10                                  | <b>Cultural Development Trip Files</b> - back-up information and correspondence ( <i>Series has been discontinued</i> )  | Corporate Services                  | Ind                                      |         | Ind                                      | Paper                             | No    |                                      | GC 34090<br>GC 60201  |
| 0705-15                                  | <b>Resident I-9 Forms</b> - forms used to verify the employment eligibility and identity documents presented by the employee   | Human Resources                     | Later of Year hired + 3 or Year Term + 1 |         | Later of Year hired + 3 or Year Term + 1 | Paper                             | No    | X                                    | 8 CFR 274a  |
| <del>0725-25</del><br><del>0706-20</del> | <b>Workers' Compensation Loss Run Report</b> - comprehensive report of workers compensation losses   | Human Resources                     | 10                                       | 5       | 15                                       | Paper /<br>Electronic             | No    | X                                    | 8 CCR 10102   |
| 0705-25                                  | <b>Authority Standards and Procedures</b> - standards and procedures governing employee conduct  | Human Resources                     | S  | Ind     | Ind                                      | Electronic                        | Yes   |                                      | GC 34090<br>GC 60201  |
| 0705-30                                  | <b>Employee Handbook</b> - employee standards and procedures easy reference handbook   | Human Resources                     | S  | Ind     | Ind                                      | Electronic                        | No    |                                      | GC 34090<br>GC 60201  |
| 0705-35                                  | <b>Class and Compensation Records</b> - includes compensation studies reports, adjustments and approval documents  | Human Resources                     | S + 5                                    |         | S + 5                                    | Paper                             | No    |                                      | GC 34090<br>GC 60201  |
| 0705-40                                  | <b>Employee Administrative Programs</b> - records related to employee participation in administrative programs, such as Fitness Focus and Employee Recognition. Documents include but are not limited to: reimbursement claim forms, correspondence, receipts, and tracking spreadsheets.  | Human Resources                     | 2  |         | 2  | Paper /<br>Electronic             | No    |                                      | GC 34090<br>GC 60201  |
| 0705-50                                  | <b>Class Specifications</b> - job descriptions, including all associated task or skill statements  | Human Resources                     | S + 5                                    |         | S + 5                                    | Paper                             | Yes   |                                      | GC 34090<br>GC 60201  |
| 0705-55                                  | <b>Garnishments</b> - court enforced garnishment orders. Documents include but are not limited to: court orders and correspondence. Related records in Accounting.   | Human Resources                     | CL + 3                                   |         | CL + 3                                   | Paper                             | No    | X                                    | GC 4090<br>29 CFR 516.2   |

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| Category Code      | RECORD TYPE DESCRIPTION  | Office of Original | Onsite | Offsite | Total  | Media                 | Vital | May Contain Confidential Information | Citations   |
|--------------------|--|--------------------|--------|---------|--------|-----------------------|-------|--------------------------------------|---|
| 0715-25<br>0705-60 | <b>Relocation File</b> - records relating to the administration of relocation benefits provided to eligible employees. Documents include but are not limited to: correspondence, benefit summaries, and check requests.  | Human Resources    | 4      |         | 4      | Paper                 | No    | X                                    | GC 34090<br>GC 60201  |
| 0710-05            | <b>Disciplinary Investigation File</b> - investigation back-up documentation. <i>(The final action is transferred to personnel file)</i>   | Human Resources    | T + 2  | 3       | T + 5  | Paper / Electronic    | No    | X                                    | FAA Order 5100.38<br>29 CFR 1602.12,<br>14 49 CFR 18.36   |
| 0710-10            | <b>Grievance Files</b> - investigation and back-up information   | Human Resources    | T + 2  | 3       | T + 5  | Paper                 | No    | X                                    | CA labor Code 1174<br>CA Civ proc 338 (a)<br>29 CFR 1602.12,<br>14<br>GC 12946  |
| 0710-15            | <b>Union Negotiations</b> - all back-up information generated during negotiations  | Human Resources    | 10     |         | 10     | Paper                 | No    | X                                    | 14 CFR 152.214  |
| 0715-05            | <b>Personnel Records</b> - inclusive new employee or change notice, work permit, beneficiary designation for Life Insurance, Cobra notification form, choice of personal physician form, confidentiality forms, direct deposit form, drug test results, emergency contact, 401(A) & 457 plan, employee application, time & attendance reports, benefit plan documents - inclusive of medical, dental, life, AD&D, and disability, benefit files, change notice - status changes, choice of personal physician, choice of personal physician for worker's comp., DISC profiles & Myers Briggs type inventory, other assessments, family medical leave act documents, insurance endorsements, insurance enrollment forms, letters of resignation, long term disability enrollment forms, mutual agreement to arbitrate, performance evaluations, record of safety training and safety training certifications, jury duty, training records and education, transcripts, tuition reimbursement records, and W-4 form <i>(data in E1 maintained indefinitely)</i> | Human Resources    | T + 5  | 51      | T + 56 | Paper / Electronic    | Yes   | X                                    | 29 CFR 1602.12<br>29 CFR 1602.14<br>29 CFR 1607.4<br>29 CFR 1627.3<br>29 CFR 516.2,<br>516.5<br>29 CFR 2520-104b(1) CA Gov Code 12946 |
| 0715-10            | <b>Department Supervisor's Notes</b> - documentation to assist supervisor/evaluator with staff performance reviews   | Dept.              | T + 2  |         | T + 2  | Electronic / Paper    | No    |                                      | GC 34090<br>GC 60201  |
| 0715-15            | <b>Performance Evaluations</b> - includes goal setting, self appraisal, supervisory review, and electronic approval with submission date and time stamp. <i>Prior to 2010, performance evaluations were maintained in the employee's personnel record)</i>   | Human Resources    | T + 5  |         | T + 5  | Electronic (WingSpan) | No    | X                                    | 29 CFR 1602.12<br>29 CFR 1602.14<br>29 CFR 1607.4<br>29 CFR 1627.3<br>29 CFR 516.2,<br>516.5<br>29 CFR 2520-104b(1) CA Gov Code 12946 |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original                  | Onsite                              | Offsite | Total                               | Media              | Vital | May Contain Confidential Information | Citations  |
|---------------|--|-------------------------------------|-------------------------------------|---------|-------------------------------------|--------------------|-------|--------------------------------------|--|
| 0715-20       | <b>Leave of Absence Claims</b> - records related to an employee's leave of absence claim, such as FMLA/CFRA, PDL, LWOP, and military leave. Includes but is not limited to: basic employee data, correspondence, forms, certifications, timesheets, and records of payments. <i>Note: This category excludes records related to employee exposure to toxic or hazardous materials.</i>   | Human Resources                     | CL + 3                              |         | CL + 3                              | Paper / Electronic | No    | X                                    | 29 CFR 825.500;<br>2 CCR 7292;<br>29 USC 2617 (c)<br>(1) |
| 0720-05       | <b>Law Enforcement Training Roster</b> - record of attendance for most current training provided in conjunction with the Port District. Maintained and disposed of by Aviation Security personnel ( <i>Port District maintains official training record</i> )  | Aviation Security and Public Safety | S                                   |         | S                                   | Paper              | No    | X                                    | 49CFR 1542.217   |
| 0720-10       | <b>New Personnel Training (Annual)</b> - records documenting annual training, <del>provide sufficient resources to</del> including but not limited to: airport familiarization, pedestrian/ground vehicles procedures, communications & ACM duties   | Airside Operations                  | 2                                   |         | 2                                   | Paper              | No    |                                      | 14 CFR 139.303   |
| 0720-15       | <b>P-Card Procedures and Regulations</b> - includes procedural documentation and user guide  | Procurement                         | S                                   |         | S                                   | Paper              | No    |                                      | GC 34090<br>GC 60201                                     |
| 0720-20       | <b>Airport Security Coordinator (ASC) Training Documentation</b> - outline of training requirements and individual training records. Maintained and disposed by Aviation Security personnel  | Aviation Security and Public Safety | Withdrawal of ASC Desig. + 180 days |         | Withdrawal of ASC Desig. + 180 days | Paper              | No    | X                                    | 49 CFR 1542.3  |
| 0720-25       | <b>Ethics Training (AB1234)</b> – Certificates of Training required by Authority Code 2.05   | Corporate Services                  | 5                                   |         | 5                                   | Paper              | No    |                                      | GC 53235.2   |
| 0720-30       | <b>Mandatory Training</b> – <del>includes presentation materials-</del> records documenting mandatory training content and attendance required of some or all of Authority employees, and includes sign-in sheet, presentation or agenda   | Training & Organization Development | S+2 3                               |         | S+2 3                               | Electronic (LMS)   | No    |                                      | GC 34090<br>GC 60201                                     |
| 0720-35       | <b>Incident Support Team Training Files</b> - includes registration forms and training materials related to volunteer assistance during emergency events   | Aviation Security and Public Safety | S                                   |         | S                                   | Electronic         | No    | X                                    | GC 34090<br>GC 60201                                     |
| 0725-30       | <b>Employee Exposure Case File</b> - records relating to an employee's exposure to toxic substance or harmful physical agents and accompanying workers' compensation claim or leave of absence, if applicable. Includes but is not limited to: background data, material safety data sheets, biological monitoring results, forms, legal filings, correspondence, analysis, reports, and correspondence. <i>Note: A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, which meet certain criteria. Please see citations for additional information.</i> | Human Resources                     | 2                                   | 28      | 30                                  | Paper              | No    | X                                    | 29 CFR 1910.1020;<br>8 CCR 3204                          |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original          | Onsite                   | Offsite | Total                    | Media              | Vital | May Contain Confidential Information | Citations                                   |
|---------------|--|-----------------------------|--------------------------|---------|--------------------------|--------------------|-------|--------------------------------------|---|
| 0725-40       | <b>DMV Information Security Statement</b>  | Risk Mgmt                   | Account Deactivation + 2 |         | Account Deactivation + 2 | Paper              | No    |                                      | Per DMV Reg. - see statement form           |
| 0725-41       | <b>Fleet Safety Program Authorizations - includes authorization request forms</b>  | Risk Mgmt                   | T                        |         | T                        | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201                        |
| 0725-42       | <b>Fleet Safety Committee Report</b>   | Risk Mgmt / Human Resources | D + 3                    |         | D + 3                    | Paper              | No    |                                      | GC 34090<br>GC 60201                        |
| 0805-05       | <b>CEQA Documentation-Categorical Exclusions -</b> environmental review documents for Authority projects that are categorically excluded from state law  | Airport Planning            | C + 2                    | Ind     | Ind                      | Paper / Electronic | No    |                                      | California Environmental Quality Act (CEQA) |
| 0805-10       | <b>CEQA Documentation-Categorical Exemptions -</b> environmental review documents for Authority projects that are categorically exempt from state law  | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | California Environmental Quality Act (CEQA) |
| 0805-15       | <b>CEQA Documentation-Negative Declarations -</b> environmental review documents for Authority projects for which there are no significant environmental impacts after mitigation                  | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | California Environmental Quality Act (CEQA) |
| 0805-20       | <b>CEQA Documentation-Environmental Impact Reports (EIR) -</b> environmental review documents for which there are potentially significant environmental impacts                                    | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | California Environmental Quality Act (CEQA) |
| 0805-25       | <b>NEPA Documentation-Finding of No Significant Impact (FONSI) -</b> environmental review documents for Authority projects where a Finding of No Significant Impact was determined per Federal law | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | National Environmental Policy Act (NEPA)    |
| 0805-30       | <b>NEPA Documentation-Environmental Assessments -</b> environmental review documents for Authority projects which may have significant impacts   | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | National Environmental Policy Act (NEPA)    |
| 0805-35       | <b>NEPA Documentation-Environmental Impact Statements -</b> environmental review documents of Authority projects which have potentially significant environmental impacts according to Federal law | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | National Environmental Policy Act (NEPA)    |
| 0805-40       | <b>CA Coastal Act-Exclusions -</b> Authority projects within the coastal zone that are a type of project that are excluded from a Coastal Development Permit                                       | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | CA Coastal Act                              |
| 0805-45       | <b>CA Coastal Act-Exemptions -</b> Authority projects within the coastal zone that are a type of project that is exempt from a Coastal Development Permit  | Airport Planning            | C + 2                    | Ind     | Ind                      | Paper              | No    |                                      | CA Coastal Act                              |
| 0805-50       | <b>CA Coastal Act Permits (CDP) -</b> Authority projects that require a Coastal Development permit   | Airport Planning            | C + 2                    | Ind     | Ind                      | Paper              | No    |                                      | CA Coastal Act                              |
| 0805-55       | <b>Local Coastal Program -</b> documents related to establishing the Authority's own Local Coastal Program   | Airport Planning            | Ind                      |         | Ind                      | Paper              | No    |                                      | GC 34090<br>GC 60201                        |
| 0810-05       | <b>Comprehensive Land Use Plan and Updates -</b> public use and Military Airports land use compatibility plans   | Airport Planning            | C + 2                    | Ind     | Ind                      | Electronic / Paper | No    |                                      | 14 CFR 150.11<br>PUC 21675                  |

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|---------------|---|---|--------|---------|---------|--------------------------------|-------|--------------------------------------|---|
| 0810-10       | <b>FAA Land Use Approvals - FAR Part 77 Airspace Analysis Determinations for Notices to Proposed Construction and Alternations (airport Projects)</b>   | Airport Planning                                | E      | Ind     | Ind     | Paper                          | No    |                                      | 14 CFR 150.1 et seq   |
| 0810-15       | <b>Air Transportation Action Program Study - documents from Phase I of the Site Selection Study including, Scope, Contract, Initial Screening, Airspace Review and Tier I (series has been discontinued)</b>  | Airport Planning                                | C + 2  | Ind     | Ind     | Electronic / Paper             | No    |                                      | GC 34090<br>GC 60201  |
| 0810-20       | <b>Airport Site Selection Program Project Files - reports and deliverables from Phase II of the program</b>   | Airport Planning                                | C + 2  | Ind     | Ind     | Electronic / Paper             | No    |                                      | CA PUC 21701, et seq.   |
| 0810-25       | <b>Airport Land Use Determination (ALUC) Project Files - includes notes, reports, resolutions and maps</b>  | Airport Planning                                | C + 2  | Ind     | Ind     | Electronic / Paper             | No    |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 PUC 21675 33 USC 1251 et seq         |
| 0815-05       | <b>Airport Construction Projects - includes correspondence, presentations, phasing schedules and <del>construction</del>-safety plans for onsite/offsite construction projects as they relate to aircraft operations <del>within the AQA</del></b>  | Airside Operations                              | CL + 2 |         | CL + 2  | Paper                          | No    |                                      | 14 CFR 77.19<br>GC 34090<br>GC 60201  |
| 0815-10       | <b>Lease Plats - record drawings</b>  | Facilities Development                          | Ind    |         | Ind     | Paper                          | Yes   |                                      | 21 CCR 3534<br>GC 34090(a)  |
| 0815-15       | <b>Construction Project Files - (CIP, TDP, and Major Maintenance &amp; <del>Tenant Improvement - Planning Phase</del>), including plans, planning, design, construction, final inspection, final document audit, final project report, costs, OSHA training records, <del>FAA Grant Information, TSA Information, Cost Trends</del>, etc.</b> | Facilities Development/<br>Terminal Development | CL + 2 | 8       | CL + 10 | Paper / Electronic (DocuShare) | No    |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973 |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original                            | Onsite | Offsite | Total   | Media                           | Vital | May Contain Confidential Information | Citations   |
|---------------|--|---|--------|---------|---------|---------------------------------|-------|--------------------------------------|---|
| 0815-16       | <b>Critical Construction Project Files</b> - includes submittals, grant information, environmental, city/government/TSA information, Design Change requests, additional work authorization form, Design Report/Basis of Design Report, calculations, survey/geotechnical data, existing site condition photos, bid tabulation, shop drawings, bulletins, change orders, test reports, construction photos, surveys, start-up & commissioning plans, Project Close-out documents/Final Inspection, warranty info, Maintenance reports, O & M manuals and conformed specifications | Facilities Development / Terminal Development | CL + 2 | Ind     | Ind     | Paper / Electronic (DocuShare)  | No    |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973 |
| 0815-17       | <b>Construction Project As-Built Drawings</b> – final drawings, structures & systems (maintained by Technical Services)<br><i>Note: See GIS database (0820-20) for related records.</i>  | Facilities Development                        | Ind    |         | Ind     | Paper / Electronic              | Yes   |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973 |
| 0815-20       | <b>Quieter Homes Program Construction Project Files</b> (Planning Phase)- including plans, planning, design, construction, final inspection, final document audit, final project report, costs, OSHA training records, etc.  | Quieter Home Program                          | CL + 2 | 8       | CL + 10 | Paper / Electronic (DocuShare)  | No    |                                      | 21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338  |
| 0815-21       | <b>Quieter Homes Program Critical Construction Project Files</b> , including submittals, grant information, environmental, city/government/TSA information, Design Change requests, additional work authorization form, Design Report/Basis of Design Report, calculations, survey/geotechnical data, existing site condition photos, bid tabulation, shop drawings, bulletins test reports, construction photos, surveys, Contract Close-out documents, Final Inspection, warranty issues, O & M manuals, conformed specifications  | Quieter Home Program                          | CL + 2 | Ind     | Ind     | Paper / Electronic (DocuShare)  | No    |                                      | 21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338  |
| 0815-25       | <b>Labor Compliance Records</b> – records documenting compliance with all applicable federal and state labor laws. Documents include but are not limited to: checklists, site visit evaluation forms, contractor documents, certified payrolls, court documents, inspection reports, and related correspondence (Certified payrolls are maintained electronically in LCPtracker)   | Facilities Development                        | CL + 2 | 3       | CL + 5  | Paper / Electronic (LCPtracker) | No    | X                                    | LC226   |

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| Category Code | RECORD TYPE DESCRIPTION  | Office of Original   | Onsite       | Offsite | Total        | Media                          | Vital | May Contain Confidential Information | Citations   |
|---------------|--|--|--------------|---------|--------------|--------------------------------|-------|--------------------------------------|---|
| 0815-30       | <b>Homeowner Files</b> – data and supporting documentation for each participant in the Quieter Home Program <i>(Paper files are discarded after project close, scanning and quality control)</i>   | Quieter Home Program   | Ind          |         | Ind          | Electronic / Paper (QuietLink) | No    | X                                    | 21 CCR 5053, 5054, 5057<br>CCP 337.15<br>CCP 338  |
| 0815-35       | <b>Canceled Projects</b> – projects canceled during the planning and design phase that may be reopened at a later date   | Facilities Development / Quieter Home Program                            | Canceled + 2 |         | Canceled + 2 | Paper / Electronic (DocuShare) | No    |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1<br>42 USC 9603<br>42 USC 9612(d), 9613(g)<br>42 USC 9658<br>33 USC 1251 et seq 42 USC 6972, 6973 |
| 0815-40       | <b>Tenant Improvement Project File</b> - records related to the construction of tenant improvements to Authority property. Documents include but are not limited to: application, request for review, approval letter, contractor documents, schedules, notice to proceed, notice of completion, photographs, and inspector reports. Related records in categories 0815-10 Lease Plats and 0815-17 Construction Project As-Built Drawings and maintained by FDD. <i>(FDD is the office of original for all projects completed before 2011)</i>   | Real Estate Mgmt-Aviation & Commercial Business / Facilities Development | E + 3        | 2       | E + 5        | Paper                          | No    |                                      | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1<br>42 USC 9603<br>42 USC 9612(d), 9613(g)<br>42 USC 9658<br>33 USC 1251 et seq 42 USC 6972, 6973 |
| 0820-05       | <b>Airport Master Plan and Master Plan Amendments</b> - includes facilities inventory; forecasts of aviation demand; assessment of existing facilities' ability to accommodate forecasted demand; identification of future facility needs based upon forecasted demand; assessment of the environmental impacts of developing airport facilities, with emphasis on such factors as noise, land use, and other quality of life issues; development and assessment of various planning alternatives for operational efficiency, economic feasibility, and environmental impact; the identification of costs and timing of a preferred alternative; and the preparation of plans for proposed development | Airport Planning   | S            | Ind     | Ind          | Electronic / Paper             | No    |                                      | GC 34090<br>GC 60201  |
| 0820-10       | <b>Airport Planning Projects</b> - any Authority projects that involve long-term facility or airport planning  | Airport Planning   | C + 3        | Ind     | Ind          | Electronic / Paper             | No    |                                      | GC 34090<br>GC 60201  |
| 0820-15       | <b>Other Agency Planning and Environmental Projects</b> - projects by other agencies that may impact the Authority   | Airport Planning   | C + 2        | Ind     | Ind          | Electronic / Paper             | No    |                                      | GC 34090<br>GC 60201  |

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|-------------------------------|---|--|--------------|---------|--------------|------------------------|---------------|--------------------------------------|---|
| 0820-20                       | <b>Geographic Information Systems (GIS) Data Layers and Datasets</b> - all engineering, environmental, surveying, aerial photography, leasehold, and internal/external utilities above and below ground. Data covers the utilities and facilities Airport-wide.<br>The GIS database is comprised of two main categories of information: GIS-level data and copies of Project/Drawing documents and information from categories 0815-15, 0815-16, and 0815-17. | Facilities Development   | S            |         | S            | Electronic             | Yes           | X                                    | CA Civ Proc 337.15 14 CFR Part 107 CA Civ Proc 338(k), 338(l), 338.1 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973 |
| 0905-05                       | <b>Tenant-Property File</b> - supporting documents regarding the sale, purchase, exchange, lease or condemnation of property by the Authority ( <i>tenant/property data retained indefinitely in E1</i> )   | <del>Real Estate-Mgmt Aviation &amp; Commercial Business</del> | E + 3        | 2       | E + 5        | Paper / Electronic     | No            |                                      | GRS 3 Item 1(a) GC34090a GC6254   |
| 0905-10                       | <b>Appraisals</b> - of Authority property   | <del>Real Estate-Mgmt Aviation &amp; Commercial Business</del> | S + 4        |         | S + 4        | Paper                  | No            |                                      | GC 6254(h) GC 34090   |
| 0905-20                       | <b>Damage to Property Reports</b> - copies of reports regarding damage to Authority property issued by HPD, including corresponding photos taken by Airside Operations staff  | Airside Operations   | 2            |         | 2            | Paper / Electronic     | No            | X                                    | 14 CFR 139.329  |
| 0905-25                       | <b>Acquisitions</b> - for property where the Authority is the lessee ( <i>original lease on file with Corporate Services; and if applicable, the proposal, qualifications, or quotation of the selected lessee and evaluation memo</i> )  | <del>Real Estate-Mgmt Aviation &amp; Commercial Business</del> | T + 3        | 2       | T + 5        | Paper                  | Yes           |                                      |   |
| 1005-05                       | <b>IT Project Files</b> - records relating to various IT related projects   | Information Technology   | Ind          |         | Ind          | Paper / Electronic     | No            |                                      | PUC 25772 GC 34090 GC 60201   |
| 1005-10                       | <b>Network Account Log and Applications</b> - list of current and past accounts, back-up information, and Network Access Request forms  | Information Technology   | T + 3        |         | T + 3        | Paper / Electronic     | No            |                                      | GRS 24 Item 6 (a)   |
| 1005-15                       | <b>Data Domain</b> - daily back-ups for network systems   | Information Technology   | S            |         | S            | Electronic             | Yes           |                                      | GRS 24 Item 8(c)  |
| 1005-20                       | <b>Technical Documentation</b> - records necessary for reading or processing of electronic records, user guides, definitions, system specifications, system flowchart, code book or tables, modifications   | Information Technology   | D + 3        |         | D + 3        | Paper / Electronic     | Yes           |                                      | GRS 24 Item 8   |
| <del>1005-45</del>            | <del><b>Information Tracking System (ITS) 2000 Database - accounting and tracking records</b></del><br><del>(Discontinued use c. 2005)</del>  | <del>Facilities-Management</del>                               | <del>S</del> |         | <del>S</del> | <del>Electronic</del>  | <del>No</del> |                                      | <del>GC 34090 GC 60201</del>  |
| 0905-30<br><del>1005-46</del> | <b>Facilities Maintenance Work Requests</b> - requests for service and related information. ( <i>Data now maintained in E-1; was ITS 2000 Database</i> )  | Facilities Management  | Ind          |         | Ind          | Electronic (E-1)       | No            |                                      | GC 34090 GC 60201   |
| 1005-50                       | <b>Help Desk Requests</b> - records relating to requests for technical assistance and responses to those requests   | Information Technology   | 2            |         | 2            | Electronic (Track-IT!) | No            |                                      | GC 34090 GC 60201   |

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| Category Code | RECORD TYPE DESCRIPTION   | Office of Original                                | Onsite | Offsite | Total | Media                     | Vital | May Contain Confidential Information | Citations  |
|---------------|---|---|--------|---------|-------|---------------------------|-------|--------------------------------------|--|
| 1105-10       | <b>Airfield Obstructions (Part 77) - Onsite</b> - includes all obstructions, airfield lights & construction equipment that are localized within the boundaries and jurisdiction of the airport                        | Airside Operations                                | 2      |         | 2     | Paper                     | No    |                                      | 14 CFR 139.331   |
| 1105-15       | <b>Part 139 Daily Self-Inspections</b> - includes pavement areas, safety areas, marking & signs, obstructions, fueling, construction, ARFF, public protection wildlife hazards, ground vehicles & special inspections | Airside Operations                                | 2      |         | 2     | Paper                     | No    |                                      | 14 CFR 139.327   |
| 1105-20       | <b>Airport Operations 24-hour Daily Log</b> - record of all activities conducted by the operations division   | Airside Operations                                | 5      |         | 5     | Paper / Electronic - AIMS | No    | X                                    | 14 CFR 139.327   |
| 1105-25       | <b>Fuel Facility &amp; Vehicle Inspections (quarterly) - quarterly inspections and includes</b> fuel truck driver certification of training   | Airside Operations                                | 2      |         | 2     | Paper / Electronic        | No    |                                      | 14 CFR 139.321<br>CCP 338                                      |
| 1105-30       | <b>Deviation Reports</b> - report to the FAA Regional Airports Division Manager stating the nature, extent and duration of the deviation due to an emergency  | Airside Operations                                | 4      |         | 4     | Paper                     | No    |                                      | 14 CFR 139.113<br>CCP 338                                      |
| 1105-35       | <b>Obstruction-Notice of Construction or Alterations and &amp;- Airspace Determination (FAR77)</b> - includes 7460-1, 117-1, & resulting FAA correspondence   | Airside Operations                                | 5      |         | 5     | Paper                     | No    |                                      | 14 CFR 77.19<br>GC 34090<br>GC 60201<br>PUC 170042             |
| 1105-36       | <b>RON Parking Schedules</b> - drawings documenting the parking schedule for aircraft remaining overnight (RON)   | Airside Operations                                | 2      |         | 2     | Paper / Electronic        | No    |                                      | GC 34090<br>GC 60201   |
| 1105-40       | <b>FAA Advisory Circulars (ACs)</b> - including but not limited to 150 Series   | Airside Operations                                | S      |         | S     | Paper                     | Yes   |                                      | 14 CFR 139.305-<br>139.343                                     |
| 1105-45       | <b>Notice to Airmen (NOTAM)</b> - airport condition reports   | Airside Operations                                | 3      |         | 3     | Paper                     | No    |                                      | 14 CFR 139.339   |
| 1105-50       | <b>Air Traffic Reports</b> - monthly overview of airline operating statistics, includes Air Traffic Summary Report  | Air Service Development                           | 5      | Ind     | Ind   | Paper / Electronic        | No    |                                      | GC 34090<br>GC 60201   |
| 1105-51       | <b>Airline Operating Statistics</b> - data forms submitted by airlines to the Airport Authority for inclusion in the Air Traffic Reports  | Air Service Development                           | 2      |         | 2     | Electronic                | No    |                                      | GC 34090<br>GC 60201   |
| 1105-55       | <b>Charter Advisories</b> - correspondence between charter operator, ground handling agent & airside operations, and includes Prior Permission Required events.   | Airside Operations                                | 2      |         | 2     | Paper                     | No    |                                      | GC 34090<br>GC 60201   |
| 1105-60       | <b>Tenant Advisories and Notices</b> - operational and non-operational notices to tenants   | Airside Operations                                | 2      | 3       | 5     | Paper                     | No    |                                      | GC 34090<br>GC 60201   |
| 1105-70       | <b>Curfew Violations</b> - correspondence, documentation, background information and review panel records of decisions  | Airport Noise Mitigation                          | D + 6  |         | D + 6 | Paper                     | No    |                                      | San Diego<br>Airport Use<br>Regulations<br>SDCRAA Code<br>9.40 |
| 1105-75       | <b>Air Ambulance Landings</b> - emergency landings to transport the injured or human organs   | Airport Noise Mitigation                          | 5      |         | 5     | Paper                     | No    |                                      | SDCRAA Code<br>9.4   |
| 1105-80       | <b>Airport Parking Cards Applications</b> - applications of parking card holders, log, and security threat assessment when applicable   | Ground Trans. / Aviation Security & Public Safety | T + 2  |         | T + 2 | Paper                     | No    | X                                    | GC 34090<br>GC 60201<br>PUC 170046                             |

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| Category Code                            | RECORD TYPE DESCRIPTION  | Office of Original                  | Onsite               | Offsite        | Total | Media                                    | Vital | May Contain Confidential Information | Citations                           |
|--|--|-------------------------------------|----------------------|----------------|-------|--|-------|--------------------------------------|-------------------------------------|
| 1105-81                                  | <b>Parking Gate Access Control Data</b> - records relating to the time and day of parking card usage and the rights used for security access to the parking facilities. Data include but are not limited to: name, company, access rights, vehicle information; time, date, and location of proximity card usage <i>(Electronic information maintained in DSX)</i>   | Ground Trans.                       | 3                    |                | 3     | Electronic (DSX)                         | No    |                                      | GC 34090<br>GC 60201                |
| 1105-82                                  | <b>Parking Card Audits</b> - monthly reports and audits of applicable parking cards  | Ground Trans.                       | 2                    |                | 2     | Electronic                               | No    |                                      | GC 34090<br>GC 60201                |
| 1105-85                                  | <b>Wildlife Management</b> - correspondence relating to any wildlife activity on the airport property or aircraft, including but not limited to wildlife or bird strikes, the USDA Japanese Beetle Control Program, and contract wildlife control measures   | Airside Operations                  | 5                    |                | 5     | Paper                                    | No    |                                      | 14 CFR 139.337                      |
| 1105-86                                  | <b>Exit Passes Log</b> - log of all passes issued  | Ground Trans.                       | 2                    |                | 2     | Paper / Electronic                       | No    |                                      | GC 34090<br>GC 60201                |
| <del>0225-10</del><br><del>4406-00</del> | <b>SAN-AIREX-TABLETOP EXERCISES</b> - record of the exercises to test the effectiveness of the Airport Emergency Plan (AEP) and to familiarize emergency personnel with their responsibilities in the plan. <i>Note: summary of actions is provided to Airside Operations to be included with the FAA certification inspection records.</i>  | Aviation Security and Public Safety | <del>S + 6</del> Ind | <del>Ind</del> | Ind   | <del>Paper</del><br>Electronic           | No    | X                                    | 14 CFR 139.325                      |
| 1105-95                                  | <b>Lost and Found Records</b> - records documenting agency receipt, storage and disposition of lost and found or abandoned property not related to a crime   | Landside Operations                 | D + 3                |                | D + 3 | Electronic / Paper (Returnity / RepoApp) | No    |                                      | Cal Civ Code<br>2080 GC 50050-50057 |
| 1110-05                                  | <b>Expressive Activities Permits</b> - completed permits and correspondence  | Landside Operations                 | E + 2                |                | E + 2 | Paper / Electronic                       | No    |                                      | CCP 337<br>Authority Code 8.40      |
| 1110-10                                  | <b>Film Shoot Permits</b> - completed permits and correspondence   | Landside Operations                 | E + 2                |                | E + 2 | Paper / Electronic                       | No    |                                      | CCP 337<br>Authority Code 8.41      |
| 0430-15                                  | <b>Luggage Cart Cardholder Files</b> - records documenting the authorization, acceptance and management of luggage cart credit cards. Records include but are not limited to: annual authorization forms, monthly departmental work papers, and correspondence   | Landside Operations                 | 2                    |                | 2     | Paper                                    | No    | X                                    | GC 34090<br>GC 60201                |
| 1110-15                                  | <b>Vehicle Permits</b> - includes taxi, charter, vehicle for hire, courtesy, off-airport parking, rent-a-car, vendor, notice of insurance cancellations, application, insurance, registrations, TCP/PSC certificates. <i>(Electronic Information maintained in Gatekeeper)</i>   | Ground Trans.                       | T + 1                | 4              | T + 5 | Paper / Electronic                       | Yes   |                                      | CCP 337                             |
| 1110-20                                  | <b>Taxi and Shuttle Driver Permits</b> - includes applications, copy of driver license and Sheriff's permit (taxi) or DMV printout (shuttle), security threat assessment (STA) application and clearance, copy of permit, and test <i>(STA documentation is purged from the file and shredded prior to offsite storage, onsite retention only, T + 1); (Electronic Information maintained in Gatekeeper)</i> | Ground Trans.                       | T + 1                | 4              | T + 5 | Paper / Electronic (Gatekeeper)          | Yes   |                                      | CCP 337<br>49 CFR<br>1542.209       |

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| Category Code | RECORD TYPE DESCRIPTION   | Office of Original                         | Onsite | Offsite | Total | Media              | Vital | May Contain Confidential Information | Citations  |
|---------------|---|--|--------|---------|-------|--------------------|-------|--------------------------------------|--|
| 1110-25       | <b>Airport Site Approval Permit Application</b> - includes scaled airport drawings, topographic map re aircraft traffic patterns, local area map, Approval of construction plan, documentation of action by the Airport Land Use Commission, CEQA compliance, ownership documentation, Airspace Determination FAA Form 7480-1 (Notice of Landing Area Proposal) | <b>Airside-Operations-Airport Planning</b> | Ind    |         | Ind   | Paper              | Yes   |                                      | 21 CCR 3530, 3534  |
| 1110-30       | <b>State Operating Permit</b> - permit issued by the state regarding noise abatement  | Airport Noise Mitigation                   | S+1    | Ind     | Ind   | Paper              | No    |                                      | 21 CCR 3534  |
| 1110-35       | <b>Curbside Parking Permits</b> – copy of placards and signed receipts  | Ground Trans.                              | 2      |         | 2     | Paper / Electronic | No    |                                      | CCP 337  |
| 1110-36       | <b>Cal Trans Permits</b> - includes related documentation, such as annual inspections, etc.   | Airside Operations                         | 3      | Ind     | Ind   | Paper              | No    |                                      | 14 CFR 139.217   |
| 1120-05       | <b>FAA Airports Division Applications</b> - application and back-up information to the FAA for the issuance of airport operations certifications, including related certificates  | Airside Operations                         | Ind    |         | Ind   | Electronic / Paper | No    |                                      | 14 CFR 139.101, 139.103, 139.109   |
| 1120-10       | <b>Airport Certification Manual (ACM)</b> - policies & procedures governing operations, including letters of agreement  | Airside Operations                         | S      |         | S     | Electronic / Paper | Yes   |                                      | 14 CFR 139.101, 139.103, 139.201, 139.203, 139.205, 139.205, 139.207, 139.305, 139.343 |
| 1120-15       | <b>ACM Applications Amendment; <del>Approval/Disapproval</del></b> - approvals and disapprovals involving various FAA activities  | Airside Operations                         | Ind    |         | Ind   | Paper              | No    |                                      | 14 CFR 139.217   |
| 1120-20       | <b>FAA Annual Certification Inspection</b> - includes documents & correspondence resulting from the inspections to & from the FAA   | Airside Operations                         | 3      | Ind     | Ind   | Paper              | No    |                                      | 14 CFR 139.217   |
| 1120-25       | <b>Airport Emergency Plan (AEP) Certification Manual</b> - emergency policies for the Airport   | Aviation Security and Public Safety        | Ind    |         | Ind   | Electronic / Paper | Yes   | X                                    | 14 CFR 139.325   |
| 1120-30       | <b>Airport Certification Manual Procedures</b> - description regarding rescue and firefighting requirements   | Airside Operations                         | Ind    |         | Ind   | Electronic / Paper | Yes   |                                      | 14 CFR 139.317, 139.319  |
| 1120-35       | <b>KSAN Approach-Departure Procedures</b> - notices from FAA regarding required changes to aircraft approach and departure procedures   | Airside Operations                         | 2      |         | 2     | Paper / Electronic | No    |                                      | GC 34090<br>GC 60201   |