



SAN DIEGO COUNTY
REGIONAL AIRPORT AUTHORITY
STAFF REPORT

Item No.
6

Meeting Date: **JULY 7, 2011**

Subject:

Amend the Airport Authority's Records and Information Management Program and Records Retention Schedules

Recommendation:

Adopt Resolution No. 2011-0071, approving 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 records of the San Diego County Regional Airport Authority.

Authority Policy 8.60 (1)(a) requires Authority staff to oversee the development of the Authority's records retention policy. Section 8.60 (1)(b) requires the Authority to retain each record in a manner and for a period of time as applicable under federal and state laws; 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 an annual review of the Authority Retention Policy. As part of the review, staff researched state and local codes and guidelines to determine if the approved records retention schedule meets current legal requirements.

The Records Management Program and the current Authority Records Retention Schedules were approved by the Board on May 2, 2005. On July 1, 2010, the Board adopted amendments to the 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 met with each department's records coordinator to determine if the approved schedule reflects current fiscal, administrative and historical requirements. Changes to the approved schedules were recommended based on current needs. Examples of proposed changes include the addition of new records series due to the establishment of new programs; deletion of outdated series that are not being used or no longer in existence; revised retention periods due to the changes in operational needs; and revised records series descriptions to more accurately reflect the record type.

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

Fiscal Impact:

Not Applicable.

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 §30106.

Equal Opportunity Program:

Not Applicable.

Prepared by:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

RESOLUTION NO. 2011-0071

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)(a) 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 and amended them on July 1, 2010; and

WHEREAS, staff recommends the Board amend the Records and Information Management Program and Records Retention Schedules to better conform the policy and schedules with Authority operations.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby APPROVES 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.

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PASSED, ADOPTED, AND APPROVED by the Board of the San Diego County Regional Airport Authority at a regular meeting this 7th day of July, 2011, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ATTEST:

TONY R. RUSSELL
DIRECTOR, CORPORATE SERVICES/
AUTHORITY CLERK

APPROVED AS TO FORM:

BRETON K. LOBNER
GENERAL COUNSEL

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ATTACHMENT A

RECORDS AND INFORMATION MANAGEMENT PROGRAM

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. "Eliminate Legal Size Files" (ELF) is a program endorsed by the Association of Records Managers and Administrators to "Eliminate Legal Files" which helps to reduce administrative and operational costs.~~
- ~~g.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.~~
- ~~h.g. "High Density filing System" includes space-saving filing equipment such as rotary files and mobile storage shelving. High Density filing equipment eliminates pull-out drawers so less aisle space is needed between cabinets, thus reducing floor space requirements.~~
- i.h. "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.

i. "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 and files exempt from disclosure by express provisions of the law. of the Office of the General Counsel, customarily maintained in their offices and those certain records that are not retained by the Authority in the ordinary course of business. Such exempt records include, but are not limited to, preliminary drafts, notes, inter-agency or intra-agency memorandum, messages and notes customarily discarded, confidential communications from General Counsel, stenographic notes, tapes used in transcription and rough drafts and other records adapted under Government Code Section 6250 or protected from disclosure under the California Public Records Act.

j. "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.k.~~

~~k.l.~~ A "record" shall mean any recorded information, regardless of medium or characteristics, that has been created ~~within or recorded 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.

~~l.m.~~ "Records Center" means a contracted or Authority-operated central repository for housing all inactive records until they have met their specific retention requirements.

~~m.n.~~ "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.

~~n.o.~~ "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 body of records.

~~o.p.~~ "Writing" means handwriting, typewriting, printing, photostating, 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, ~~and 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 ~~keeping and~~ management of the records and information of the Authority rests with the Board of the Authority.
- b. Officers, ~~and employees, and consultants~~. It shall be the duty of each officer, ~~and 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 ~~coordinate~~ 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, ~~departments and 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 ~~retrieval~~ 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 ~~annually~~ biennially, prepare and promulgate amendments to the Retention Schedules to reflect new categories and/or subcategories in the Functional Filing ~~System 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.

d.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 and disposal of ~~records of temporary value~~ working files, in accordance with established ~~retention schedules~~ 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 ~~abolished~~ destroyed or discontinued, shall be destroyed in accordance with Section "ef.," hereinafter, or shall be transferred to the Records Center so that ~~the selected records and information of the Authority may be centralized, made more widely available, and ensured of proper storage and retention.~~

e-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 ~~more than two (2) years old~~ 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, ~~an annual~~ a semi-annual destruction of inactive records and information shall occur in accordance with the Retention Schedule in order to release valuable storage space for additional records and information.
3. ~~This section does not authorize the destruction of the following original public records (unless such records have been preserved on either microfilm or optical disc in accordance with subsection (f)):~~
 - a. ~~Records affecting the title to real property or liens thereon;~~
 - b. ~~Records required to be kept by statute or Authority policy;~~
 - c. ~~Records less than two years old; and~~
 - d. ~~The minutes and resolutions of the Authority and all commissions and committees.~~
- 4.3. This section shall not be construed as limiting or qualifying in any manner the authority provided in Section "fg", hereinafter, provided for the destruction of records and information, documents, instruments, books and papers in accordance with the procedures therein prescribed.

f.g. Conditions of Destruction. Notwithstanding the provisions of Section "ef", 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, ~~paper or document~~ 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; photographed, micro-photographed, or reproduced by electronically recorded video images on magnetic surfaces; recorded in the electronic data processing system, recorded on optical disc, reproduced on film or any other medium which does not permit additions, deletions or changes to the original document, or reproduced on film, optical disc, or any other medium in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records, whichever applies.~~

- ~~2. The device system used to reproduce capture and maintain such a record, paper or document on film, optical disc or any other medium 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 photographs, microphotographs or other reproductions on film, optical disc or any other medium 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; A true copy of archival quality of such film, optical disc or any other medium reproductions shall be kept in a safe and separate place for security purposes, provided, however, that and no page of any record, paper or document shall be destroyed if any such page cannot be reproduced on film with full legibility.~~

~~SECTION 5. Eliminate Legal-Sized Files.~~

~~All Departments within the Authority shall endeavor to eliminate the use of legal-sized paper and convert to 8 ½" by 11" letter size for all forms and supplies (i.e., paper, folders and other supplies) as quickly as possible once the current supply has been depleted. The Procurement Agent is instructed to cease ordering legal size supplies, including, filing cabinets, and to convert to letter size supplies and letter size filing systems.~~

~~SECTION 65. 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. Inspection of public records is governed by the California Public Records Act (Government Code 6250). Except~~

~~as hereinafter provided, every person shall have the right to inspect any public record, according to procedures established by the Board of the Authority or its designated representative for such inspection. The following records shall be exempt from inspection:~~

~~Preliminary drafts, notes, inter-agency or intra-agency memoranda, or other records which are not retained by the Authority in the ordinary course of Authority business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure;~~

~~Records pertaining to litigation to which the Authority is or has been a party, or to claims made pursuant to Division 3.6 (commencing with Section 810 of the California Government Code), until the litigation or claim has been finally adjudicated or otherwise settled;~~

~~Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;~~

~~Records relating to complaints to or investigations conducted by, or records of intelligence or information or security procedures of the Authority, or any such investigatory or security files compiled by the Authority for law enforcement or licensing purposes;~~

~~Test questions, scoring keys and other examination data used to administer a licensing or employment examination;~~

~~The contents of real estate appraisals, engineering or feasibility estimates and evolutions made for or by the Authority relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all property has been acquired or all the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;~~

~~Records, the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege;~~

~~Statement of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his personal qualifications for the license, certificate or permit applied for; and~~

~~Communications to and from the General Counsel with Authority personnel, consultants or other parties with whom the Authority has a confidential relationship.~~

~~Nothing in this section is to be construed as preventing the Authority from opening its records concerning the administration of the Authority to public inspection, unless disclosure is otherwise prohibited by law.~~

~~SECTION 7. Withholding Records from Inspection.~~

~~The Authority may justify withholding any records or information by demonstrating that the record in question is exempt under applicable provisions of the California Government Code, or that on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.~~

~~SECTION 8. Procedure to Inspect and/or Receive Copy of Public Records: Fee.~~

~~Any person may inspect and/or receive a copy of an identifiable public record or copy thereof upon reasonable request therefore. All requests shall be specific and shall be in writing either by mail or over the counter. Whenever practicable, the records shall be made available for review or copying by the requester immediately. If the nature of the request makes it impracticable to provide the items immediately, then they shall be provided within 10 working days or such other time as the nature of the request dictates, not to exceed the requirements of the California Public Records Act. Upon request, an exact copy shall be provided unless it is impracticable to do so. A request for a copy of an identifiable public record or information produced there from, or a certified copy of such record, shall be accompanied by a fee in an amount established by the Board of the Authority.~~

San Diego County Regional Airport Authority
Master Records Retention Schedule

ATTACHMENT B

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0105-05	President/CEO Correspondence - external letters and memos received or sent by the President/CEO (<i>excludes those generated by other departments</i>)	CEO	2		2	Paper	No		GC 34090 GC 60201
0105-05	Correspondence - departmental memos, letters, etc.	Dept.	2		2	Paper	No		GC 34090 PUC 170046 GC 60201
0105-15	Administrative Reference Guide (ARG) - contains administrative procedures for the Authority	Business Planning	S		S	Paper / Electronic	No		GC 34090 GC 60201
0105-20	Biographies - document including brief biographies of Executives, Board Members, and other staff as needed the President/CEO and Board Members	Public, Community & Customer Relations	S		S	Electronic	No		GC 34090 GC 60201
0105-25	Reception Logs - includes visitors, delivery, incoming FedEx, etc. logs	Corporate Services	D/R		D/R	Paper	No		GC 34090 GC 60201
0105-30	Federal, State & Local Government Agencies - agendas, minutes, notices, correspondence and reference materials	Dept.	D/R		D/R	Paper	No		
0105-35	Conferences/Seminars Travel Records - program of training sessions, confirmations, back-up travel request information, etc.	Dept.	D/R		D/R	Paper	No		
0105-40	Professional Associations - agendas, minutes and general information for various professional organizations	Dept.	D/R		D/R	Paper	No		
0105-45	USPS Firm Mailing Book For Accountable Mail - log to track certified mail, return receipts, and international mail with the US Postal Service	Corporate Services	2		2	Paper	No		
0110-05	Reference Publications - publications from various organizations and/or businesses	Dept.	D/R		D/R	Paper	No		GC 34090 GC 60201
0110-10	Brochures/Newsletters/Bulletins - from various professional associations, federal, state and local governments	Dept.	D/R		D/R	Paper	No		
0110-15	Consultant/Vendor Brochures & Catalogs - for equipment, services & supplies	Dept.	D/R		D/R	Paper	No		
0110-20	Technical Library - includes technical manuals, service manuals and OEM information	Facilities- Management	S+2		S+2	Paper	No		GC 34090 GC 60201
0115-10	Departmental Policies & Procedures - specific departmental instructions, policies and procedures	Dept.	S		S	Paper	No		GC 34090 GC 60201
0115-25	Departmental Training - non-mandatory training materials including presentation, evaluations, sign-in sheet	Dept.	2		2	Paper / Electronic	No		GC 34090 GC 60201
0115-30	Departmental Working Files - includes material associated with works in progress that do not fall under a record category	Dept.	D/R		D/R	Paper / Electronic	No		GC 34090 GC 60201

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**San Diego County Regional Airport Authority
Master Records Retention Schedule**

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0120-05	Committee Minutes - approved minutes of the Airport Operations & Facilities, Audit & Performance Monitoring, Budget & Finance, Executive and Strategic Planning Committee meetings- Board and citizen committees	Corporate Services	Ind		Ind	Paper	No		GC 11125.1 GC 34090 GC 60201
0120-10	Committee Agenda Packets - includes reports, presentations and back-up information	Corporate Services	Ind		Ind	Paper	No		GC 34090 GC 60201
0120-15	Airport Noise Advisory Committee (ANAC) – 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 21 CCR 5023, 5045
0120-20	Airport Site Selection Program (formerly ATAP)/Public Working Group and Policy Advisory Group - 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.
0120-25	Committee Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Corporate Services	Ind		Ind	Audio Cassette / Compact Disc	No		GC 34090 GC 60201
0125-05	Records and Information Management Procedures Manual - include filing and records maintenance Policies	Corporate Services	S		S	Paper -Electronic	Yes		GC 6253 GC 34090 GC 60201
0125-10	Records Retention Schedule - 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	Record Retrieval Requests - completed request for the retrieval of information from off-site storage	Corporate Services	D/R		D/R	Paper	No		GC 6253 GC 34090 GC 60201
0125-20	Records Transmittal Data - data documenting transfer of records to off-site storage (<i>paper forms discarded after electronic data verified.</i>)	Corporate Services	Ind		Ind	Paper -Electronic	No		GC 6253 GC 34090 GC 60201
0125-25	Disposition Certification - certificate verifying the destruction of records	Corporate Services	Ind		Ind	Paper	No		GC 6253 GC 34090 GC 60201
0125-30	Public Records Requests - 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 GC 34090 GC 60201
0125-35	Compliance Reports - annual reports of departmental compliance with the Authority's Records and Information Program; and includes retention schedule change approval form	Corporate Services	3		3	Electronic / Paper	No		GC 34090 GC 60201

**San Diego County Regional Airport Authority
Master Records Retention Schedule**

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0130-05	Business Continuity Plan - Emergency Operations Plan for Authority, and includes related disaster recovery plans.	Business Planning / Information Technology	S	Ind	S-Ind	Electronic / Paper	Yes	X	GC 34090 GC 60201
0130-10	Strategic Business Planning Records - records relating to project planning Authority-wide. Documents include but are not limited to: charts, timelines, workflows, and correspondence process of developing business plan for Authority	Business Planning	S	Ind	S-Ind	Electronic / Paper	No		GC 34090 GC 60201
0130-15	Short Term Business Planning Projects - these are projects that have a limited durations of less than two years	Business Planning	2		2	Paper / Electronic	No		GC 34090 GC 60201
0130-20	Long Term Business Planning Programs - these are programs that have a long-term duration of more than two years	Business Planning	2	Ind	Ind	Paper / Electronic	No		GC 34090 GC 60201
0135-05	Customer Relations Surveys and Comments - information pertaining to reports, passenger surveys and airport benchmarking (paper records discarded after data input)	Public, Community & Customer Relations	5 Ind		5 Ind	Paper / Electronic	No		GC 34090 GC 60201
0135-06	Customer Service Comments and Inquiries - customer inquiries, comments, and responses (paper comment cards discarded after data input)	Public, Community & Customer Relations	2		2	Paper / Electronic	No		GC 34090 GC 60201
0135-15	Customer Service Project Files - contains information on special projects coordinated by Customer Service	Public, Community & Customer Relations	C + 2		C + 2	Paper / Electronic	No		GC 34090 GC 60201
0135-20	Americans with Disabilities Act (ADA Files) Customer Service Projects - customer service initiatives and projects conducted to promote airport accessibility services and features	Public, Community & Customer Relations	C + 10		C + 10	Paper / Electronic	No		GC 34090 GC 60201
0140-05	Art Program Records - information pertaining to the Airport's art program administration, performing arts and cultural exhibits, holiday-decoration-program , annual art contests, and Art Committee meetings (artists' contracts maintained by Corporate Services)	Public, Community & Customer Relations	3		3	Electronic / Paper	No		GC 34090 GC 60201
0140-10	Public Art Files - information pertaining to the Airport's permanent public art assets, as well as significant art proposals	Public, Community & Customer Relations	Ind		Ind	Electronic / Paper	No		GC 34090 GC 60201

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**San Diego County Regional Airport Authority
Master Records Retention Schedule**

Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0205-05	Annual Asbestos/Lead Surveys - reviews 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	1	Ind	Ind	Electronic	No		40 CFR 763.121
0205-10	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		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
0205-15	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		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
0205-20	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 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
0205-28	Wildlife Management - reports and related correspondence generated as part of wildlife management activities	Environ Affairs	5	Ind	Ind	Electronic/ Paper	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
0205-30	Environmental Affairs Project Files - documents and records related to activities initiated and managed by the Environmental Affairs Department which are unrelated to projects and activities outlined elsewhere	Environ Affairs	Ind		Ind	Electronic/ Paper	No		GC 34090 GC 60201
0205-35	Environmental Permits - all environmental permits held by the Authority and related documentation	Environ Affairs	S		S	Paper	Yes		GC 34090 GC 60201
0205-40	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	Environ Affairs	3	Ind	Ind	Paper	No		GC 34090 GC 60201
0205-45	Hazardous Substances & Materials (HAZMAT) Procedures (ACM)—environmental/storm drain information	Airside-Operations	Ind		Ind	Paper	Yes		44 CFR 139.321
0205-50	HAZMAT - report of hazardous material spill	Airside Operations	Ind		Ind	Paper	No		14 CFR 139.321
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 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

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
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
0215-05	Airport Noise & Operations Monitoring System (ANOMS) and Geographic Information System (GIS) - airport noise data	Airport Noise Mitigation	10		10	Electronic	No		14 CFR 150.1 et seq 21 CCR 5023, 5045
0215-10	Airport Noise & Operations Monitoring System (ANOMS) Printouts, Reports and Logs - includes complaint documentation & log, missed approach & early turn data, GIS data, etc.	Airport Noise Mitigation	2	3	5	Electronic / Paper	No		GC 34090 GC 60201
0215-20	Noise Matters Newsletter - community newsletter required by Title 21	Airport Noise Mitigation	5	Ind	Ind	Paper / Electronic	No		Admin. GC 34090 GC 60201
0215-25	Part 150 Noise Compatibility Program - 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, 150.23, 150.31, 150.35
0215-30	Noise Related Project Files – documentation relating to future projects	Airport Noise Mitigation	CL + 2	3	CL + 5	Paper	No		CCP 337.15
0215-35	Title 21 Noise Monitoring Plan/Approval - State plan for noise monitoring	Airport Noise Mitigation	S	Ind	Ind	Paper	No		21 CCR 5023, 5033
0215-40	Title 21 Noise Variances - includes application and supporting documentation	Airport Noise Mitigation	6	Ind	Ind	Paper	No		21 CCR 5053, 5054, 5057
0215-45	Remote Monitoring Terminal (RMT) Calibration Reports - periodic calibration data	Airport Noise Mitigation	6	4	10	Electronic	No		21 CCR 5045 Maintain for 10 years for business reasons PUC 170042
0215-50	Title 21 Noise Quarterly Reports (Form DOA 617) - 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, 5045 CCP 338 Maintain for 10 years for business reasons

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0215-55	San Fleet Mix – 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 GC 60201
0305-05	Air Service Development Projects -includes PowerPoint presentations, surveys, data analysis, strategic plan	Air Service Development	S CL + 2		S CL + 2	Paper / Electronic	No		GC 34090 GC 60201
0305-10	Media Plan —includes paid media for broadcast and print	Marketing & Route Services Mkt & Rte Serv.	S + 1		S + 1	Paper / Electronic	No		GC 34090 GC 60201
0305-10	Marketing Campaign File - 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 & Route Services Mkt & Rte Serv.	C + 3		C + 3	Electronic	No		GC 34090 GC 60201
0305-15	Marketing Collateral and Publications – archival copies of Authority produced brochures, posters, flyers, advertisements, announcements, programs and books	Marketing & Route Services Mkt & Rte Serv.	Ind		Ind	Paper / Electronic	No		GC 34090 GC 60201
0305-20	Marketing Plans —annual marketing plan to be included in Marketing & Communications Comprehensive Communications Plan	Marketing & Route Services Mkt & Rte Serv.	S + 2		S + 2	Paper / Electronic	No		GC 34090 GC 60201
0305-25	Special Event Planning Files —Authority special events planning & procedures includes hosted conferences/seminars	Marketing & Route Services Mkt & Rte Serv.	C + 3		C + 3	Paper	No		GC 34090 GC 60201
0305-30	SDIA Photographs, Slides and Video - includes airlines	Marketing & Route Services Mkt & Rte Serv.	Ind	Ind (maintain w/Major Video, Inc.)	Ind	Photos/ Slides/ Video/ Electronic	No		GC 34090 GC 60201
0305-35	Logo Files - Authority logos and other graphics relating to SDIA and Authority	Marketing & Route Services Mkt & Rte Serv.	Ind		Ind	Electronic	No		GC 34090 GC 60201
0305-40	Media Release Forms - 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 & Route Services Mkt & Rte Serv.	Ind		Ind	Paper	No		GC 34090 GC 60201
0310-05	Photographs, Slides, and Video - including personnel, events, press conferences and airport information	Public, Community & Customer Relations	2	Ind	Ind	Slides/ Photos/ Video	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
0310-10	Fact Sheets - airport statistics and facts	Public, Community & Customer Relations	S		S	Electronic	No		GC 34090 GC 60201
0310-15	News Clippings – 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>)	Public, Community & Customer Relations	D/R	D/R	D/R	Paper / Electronic Video	No		GC 34090 GC 60201
0310-25	Publications/ Newsletters - publications created to communicate with internal and external partners, such as: annual reports, Aviation Matters: A Report to Jurisdictions, San e-Newsletter, and eJetstreams	Public, Community & Customer Relations	Ind		Ind	Paper / Electronic	No		GC 34090 GC 60201
0310-30	News Releases - media advisories of Authority issues	Public, Community & Customer Relations	2		Ind	Electronic	No		GC 34090 GC 60201
0310-35	Presentations - for community groups	Public, Community & Customer Relations	S		S	Electronic	No		GC 34090 GC 60201
0310-40	Speaking Confirmation Sheets - includes an overview of the presentation/speaking points and the date, time, location of the speaking engagement and the organization	Public, Community & Customer Relations	2		2	Paper Electronic	No		GC 34090 GC 60201
0310-45	Ceremonies & Events - preparation materials, backup information and correspondence	Dept.	2	2	4	Paper	No		GC 34090 GC 60201
0310-55	Communications Plan - a plan that contains public relations/marketing work plans for the Authority's strategic activity areas (RASP, RDP, Destination Lindbergh)	Public, Community & Customer Relations	S	Ind	Ind	Paper / Electronic	No		GC 34090 GC 60201
0405-05	Accounts Payables - includes invoices, check requests, P.O. payments, Pcard payments , and correspondence - 1099's & 1096, and payroll obligations (data maintained in E-1 indefinitely)	Accounting	1	3	4	Paper	No Yes (E-1)		PUC 170046
0405-06	Accounts Payables (grant related)— includes invoices, check requests, payments and correspondence — 1099's & 1096	Accounting	FP + 1	2	FP + 3	Paper	No		GC 34090 GC 60201 PUC 170046 US 49 CFR 18.36, 49 CFR 18.42
0405-10	Accounts Receivable - including billing records and master transaction data	Accounting	1	3	4	Paper	No Yes (E1)		PUC 170046
0405-11	Surplus Equipment Sales – includes Board resolution copy, transfer report, correspondence and check copy	Procurement	3		3	Paper	No		GC34090 GC 60201

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0405-15	Cancelled Checks - returned paid Authority checks	Accounting	4		4	Electronic	No		PUC 170046 CCP 337, 337.15
0405-20	Contract Payments - documentation to make payments	Accounting	1	4	5	Paper	No		PUC 170046 CCP 337, 337.15
0405-21	Contract Payments (grant-related)— documentation to make payments	Accounting	FP + 1	2	FP + 3	Paper	No		GC 34090 GC 60201 PUC 170046 US 49 CFR 18.36, 49 CFR 18.42
0405-40	Monthly Accounting Entries – includes but not limited to journal entry form and backup documentation, monthly banking and account reconciliations, account reconciliations , and allocations	Accounting	4 2		4 2	Paper / Electronic	No	X	PUC 170046
0405-45	Grant Administration – includes application, award, project expenditures, reimbursement requests (FTA drawdowns), and financial close-out documentation. Related records in construction project files. (original grant agreement on file with Corporate Services and maintained indefinitely)	Financial Planning & Budget	Final FAA Close + 3 & all pending matters closed	1	Final FAA Close + 4 & all pending matters closed	Paper / Electronic	No		PUC 170046 GC 60201 GC 34090 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	5	5	10	Paper	No		GC 34090 GC 60201 PUC 170046
0405-50	Travel & Expense Reports - receipts and back-up data	Accounting	1	3	4	Paper	No	X	GC 34090 GC 60201 PUC 170046
0405-60	Telecommunications Invoices - invoice detail for Authority Telecommunication systems	Information Technology IT	2		2	Paper	No		CCP 337 GRS 24 Item 11
0405-65	Passenger Facility Charges (PFC) Quarterly 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 / Electronic	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 GC 60201 GC 34090
0405-75	Airport Parking Lot Profit & Loss Statements - revenue and expense reports	Ground Trans.	AU 1	4 3	AU + 1 4	Paper	No		PUC 170046
0405-77	Airlines Rates & and Charges Work Papers — models and presentations, and Working Papers	Financial Planning & Budget	2 10		2 10	Paper / Electronic	No		PUC 170046 GC 60201 GC 34090
0406-90	General Ledger – general ledger data, trial balance, fixed assets and other related schedules (GL data maintained in E-1)	Accounting	Ind		Ind	Electronic	Yes		GC 34090 GC 60201 PUC 170046

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0405-95	Bank Reconciliation Records —verifies account balance in GL, includes statements	Accounting	2		2	Paper			CA Financial Code 861 CA City Proc 340(3)
0410-05	Proposed/Adopted Operating & and CIP Budget Work Papers - working papers and back-up information related to the development of the proposed and adopted budgets (adopted budget on file with the Corporate Services Department)	Financial Planning & Budget	2 5	2	4 5	Paper / Electronic	No		PUC 170046
0410-30	Quarterly/Annual Treasurer's Investment Report - summary of Authority investments	Financial Planning & Budget Treasurer	2	3	5	Paper	No		PUC 170046 GC 60201 GC 34090
0410-35	Departmental Budget - departmental budget working papers	Dept.	2		2	Paper	No		GC 34090 GC 60201
0410-40	Daily Deposit Receipts - detailed items for daily bank deposit	Accounting	1	3	4	Paper	Yes No		GC 34090 GC 60201 PUC 170046
0410-45	Monthly Financial Statements - includes balance sheet & income statement w/variance analysis & other supplemental schedules	Accounting	D/R		D/R	Electronic	No		GC 34090 GC 60201 PUC 170046
0410-50	Investment Account Statement – statement of Authority investments from our investment advisors	Financial Planning & Budget	3		3	Paper / Electronic	No		PUC 170046 GC 60201 GC 34090
0410-55	Trade Tickets - authorization to purchase or sell a security, includes transaction details	Financial Planning & Budget Treasurer	Life of Security + 1		Life of Security + 1	Paper	No		PUC 170046 GC 60201 GC 34090
0415-05	Insurance Claim File - 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	Insurance Policies - includes policies, certificates, audits , endorsements, and binders	Risk Mgmt	S	Ind	Ind	Paper / Electronic	Yes	X	CA Civ Proc 337, 337.2, 337.15, 338, 340, 352
0415-15	Injury and Accident Records - completed forms reports, correspondence, legal filings, and other supporting documentation relating to an accident report and/or workers' compensation claim	Human Resources	5	Ind	Ind	Paper / Electronic	No	X	Title 8 CCR 10102 8 CCR 14307 29 CFR Part 1904 29 CFR 1910.1020

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0415-20	Annual Risk Management Reports -back-up information	Risk Mgmt	2	Ind	Ind	Paper Electronic	No		OMB 1220-0029; 29 CFR 1904.4; GC 60201
0415-25	MSDS - Material Safety Data Sheets - information data for storage and usage of hazardous chemicals	Procurement / Facilities Management FMD	Ind-30		Ind-30	Paper / Electronic	No		29 CFR Parts 1910, 1926 14 CFR 139.321 CCP 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
0415-30	Vendor Insurance Files – includes correspondence, Insurance Certificate, and contractual insurance requirements <i>(correspondence and supporting documentation are removed prior to offsite storage and only insurance certificates are retained indefinitely.)</i>	Risk Mgmt	E + 2	Ind	Ind	Paper	No		GC 34090 GC 60201
0415-35	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 GC 60201
0415-45	Insurance Program Files- Renewal Correspondence – records relating to the renewal of Authority insurance policies. Documents include but are not limited to renewal information and correspondence. includes renewal information and correspondence regarding the Authority's policies	Risk Mgmt	E + 1		E + 1	Paper	No	X	GC 34090 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 <i>(maintained electronically in TeamMate beginning 2007)</i>	Chief Auditor	C + 3	7	C + 10	Paper / Electronic	No		PUC 170046
0420-15	Audit Reports (Non-Financial) – final reports of internal operational audits conducted by external auditors on an as-needed basis	Chief Auditor	C + 5	Ind	Ind	Paper / Electronic	No		GC 34090 GC 60201
0420-16	External Audit Reports - comprehensive annual financial reports & single audits	Accounting	D/R		D/R	Paper	No		GC 34090 GC 60201 PUC 170046

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0425-05	Employee Payroll Files - 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 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0425-10	Employee Time Sheets - completed approved employee timesheets (<i>payroll data maintained indefinitely in E-1; electronic effective 1/1/06</i>)	Accounting / Facilities Management FMD / Landside	4		4	Paper / Electronic	No -Yes	X	LC 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5 29 CFR 516.2
0425-15	Payroll Register - listing of each employee's gross pay w/tax, deduction information per pay period, and payroll journal entries. (<i>Data maintained in E-1) payroll data retained indefinitely in E-1</i>)	Accounting	4 Ind	2	3 Ind	Paper - Electronic	No	X	PUC 170046 GC 34090 GC 37207
0425-30	Quarterly & Annual Payroll Tax Reports - includes W-2, 940, 941, DE 6, DE 7 and DE 166	Accounting	2	2	4	Paper / Electronic	No	X	GC 34090 29 USC 436 26 CFR 31.6001.1-4 IRS REG 31.6001-1(e)(2) R&T 19530 29 CFR 516.5-516.6
0425-35	Pay Period Adjustment File – correspondence, calculations, and supporting documentation regarding requests for payroll adjustment	Accounting	2		2	Paper	No	X	LC 226, 1174 26 CFR 31.6001-1, 31.6001-2, 31.6001-3, 31.6001-4, 31.6001-5
0425-40	Payroll Obligations - 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 29 CFR 516.2 PUC 170046
0430-05	Purchase Orders - orders to purchase goods or services	Procurement	5		5	Paper / Electronic	No		GC 34090 GC 60201
0430-06	Purchase Orders (grant-related)— orders to purchase goods or services	Procurement / FDD / TDP / QHP	FP + 3		FP + 3	Paper / Electronic			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
0430-10	Solicitation Bid Records Documentation, Unsuccessful - includes bids, RFQ's, RFQL's, RFP's and supporting documentation submitted from vendors or contractors (the proposal, qualifications, quotation or specification of the successful solicitation and evaluation or sole source memo are filed with the approved contract in Corporate Services) <i>Note: 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 / QHP	Award + 3		Award + 3	Paper / Electronic	No		CCP 337 GC 34090 GC 60201
0430-11	Construction/Development Project Bids/Proposals - unsuccessful bids and consultant proposals (statement of qualifications)	Facilities Development / TDR / QHP	CL + 2		CL + 2	Paper / Electronic	No		GC 34090 GC 60201
0430-12	P-Card Cardholder Files - may include but is not limited to p-card request/change form, cardholder agreement, and correspondence (destruction may occur within 1 year after deactivation of card provided audit has occurred)	Procurement	CL + Audit		CL + Audit	Paper	No		GC 34090 GC 60201
0435-05	Commercial Paper Borrowings - includes trustee and LOC account statement	Financial Planning & Budget	E + 1	9	E + 10	Paper	No		CCP 337.5
0435-10	Bonds (Senior Lien) - includes trustee account statements & administration	Financial Planning & Budget	E + 1	9	E + 10	Paper	No		CCP 337.5
0435-12	Bond Closing Documents - 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 GC 60201 GC 34090
0435-20	Financial Feasibility Studies and Long Term Plans - a variety of Authority projects and financings	Financial Planning & Budget	2	2	4	Paper / Electronic	No		PUC 170046 GC 60201 GC 34090
0435-25	Arbitrage Report - calculation of interest earned on tax-exempt borrowings as required by US Treasury Regulations	Financial Planning & Budget	2	3	5	Paper	No		PUC 170046 GC 60201 GC 34090
0435-40	Repurchase Agreement Sweep Account Statements - Operating cash reporting by primary Commercial Bank (series discontinued as of March 1, 2010)	Financial Planning & Budget Treasurer	1	4	5	Paper	No		PUC 170046 GC 60201 GC 34090
0505-05	Vehicle Title - titles for Authority owned vehicles	Facilities Management	US/D		US/D	Paper	Yes		GC 34090 GC 60201
0505-10	Office Equipment Maintenance & Repair Records - case files for the maintenance or repair work of individual pieces of equipment	Dept.	US / D	3	US / D + 3	Paper	No		GC 34090 GC 60201

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0505-15	Inventories - departmental inventories of Authority equipment	Dept.	US		US	Electronic / Paper	No		GC 34090 GC 60201
0505-20	Elevator/Escalator/Terminal Safety Inspections – log book for daily occurrences	Facilities Management	7 3		7 3	Paper	No		GC 34090 GC 60201
0505-25	Vehicle Maintenance and Inspection – relating to Authority owned vehicles	Facilities Management	US/D		US/D	Paper	No		GC 34090 GC 60201
0605-05	Attorney Service Request - completed request forms	General Counsel	2 S		2 S	Paper	No	X	GC 34090 GC 60201
0605-10	Legal Advice Opinions - confidential memoranda, advice, and opinions on Authority matters issued by the General Counsel, includes memoranda and advice	General Counsel	Ind		Ind	Paper	No	X	PUC 25772 GC 34090 GC 60201
0605-15	Subject Matter Files - legal issues relating to Projects; Airport Issues, etc.	General Counsel	2	Ind	Ind	Paper	No	X	GC 34090 GC 60201
0605-20	Chronological Files – copy of all correspondence, pleadings, etc. generated by General Counsel Department whether an individual file exists or not copies of outgoing correspondence generated by the General Counsel's Office	General Counsel	2	Ind	Ind	Paper	No	X	GC 34090 GC 60201
0605-25	Assignment Log - database printouts of all internal and external assignments completed by General Counsel Department log of all internal and external assignments completed by the General Counsel's Office	General Counsel	Ind		Ind	Paper / Electronic	No	X	GC 34090 GC 60201
0605-35	Closed Session Notes - official notes of closed session meetings	General Counsel	2	8	10	Paper	No	X	GC 54957.2
0605-40	Oaths of Office - oaths administered to public officials/employees as required by the California Constitution	Corporate Services	Term + 2 4		Term + 2 4	Paper	No		GC 34090 GC 60201
0605-45	Affidavits of Posting Board/Committee Meeting Agendas and other miscellaneous postings	Corporate Services	2		2	Paper	No		GRS 14 Item 15 GC 34090 GC 60201
0605-50	Appeals Filed Against the Authority - correspondence regarding the denial of Authority permits	Ground Trans.	CL + 2	3	CL + 5	Paper	No		Authority Code 9.22 GC 34090 GC 60201
0605-51	Appeals Log - log of appeals received by Corporate Services	Corporate Services	Ind		Ind	Electronic	No		GC 34090(a) GC 60201
0605-55	Case Log - chronological listing of cases	General Counsel	Ind		Ind	Paper / Electronic	No	X	PUC 25772 GC 34090 GC 60201
0605-60	Ethics Program Records – 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	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
0605-65	Governmental Filings - 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 GC 60201
0610-05	Contracts/Agreements - includes all CIP, MOU's, Grants and professional service contracts & agreements for the Authority (the proposal, qualifications, or quotation of the selected vendor and bid evaluation/sole source memo are filed with the approved contract)	Corporate Services	CL	Ind	Ind	Paper	Yes		CCP 336, 337 et seq.
0610-06	Contract Correspondence Management File - 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. (Original task authorizations or related records changing the scope of work are transferred to Corporate Services for inclusion in the official agreement/contract file) Related to public works contracts, maintenance contracts and service agreements (transfer to Corp. Services after contract is terminated for maintenance in contract/agreement file)	Facilities- Management Dept	T (Transfer to Corp. Services) CL + 1		T (Transfer to Corp. Services) CL + 1	Paper / Electronic	No		GC 34090 GC 60201
0610-10	Leases - includes tenant leases, permits, licenses, noise monitoring easements, etc. (if applicable: the proposal, qualifications, or quotation of the selected lessee and bid evaluation memo are filed with the approved lease)	Corporate Services	CL	Ind	Ind	Paper	Yes		CCP 336, 337 et seq.
0610-15	Carrier Agreements - plan documents and back-up information for employee benefits	Human Resources	E + 3	2	E + 5	Paper	No		29 USC 1113 29 USC 1027 29 USC 1059 29 CFR 2520-104b(1)
0615-25	FAA DBE & ACDBE Program Files - annual goal methodology, concession plan, achievement reports, etc.	Small Business Development	5		5	Paper	No		49 CFR 26
0615-30	Outreach Program Project Files - includes documents promoting local small business participation. May include but not limited to: costs, invoices , events, notifications, and correspondence	Small Business Development	5		5	Electronic	No		NC-174-227 Item 8
0615-35	Bonding & Contract Financing Assistance Program - 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 / Electronic	No	X	49 CFR 26.51 10 CCR 2695.3
0615-40	DBE and ACDBE Certification Files - application, supporting documentation and determinations for certification as a disadvantaged business	Small Business Development	Ind		Ind	Paper	No	X	49 CFR 23 49 CFR 26

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0620-10	Letters to/from Elected Officials/Government Agencies - regarding legislative Issues and Authority updates	Inter-Gov. Rel.	2	Ind	Ind	Paper / Electronic	No		NC1-237-77-3Item 83(1b) GC 34090 GC 60201
0620-30	Lobbyist Filings—Authority lobbyist registration forms and quarterly reports	Corporate Services	2	3	5	Paper	No		GC 34090 GC 60201
0620-30	Lobbyist Filings – 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 State lobbyist registration forms and quarterly reports	Inter-Gov. Rel. / Corporate Services	5		5	Paper / Electronic	No		GC 34090 GC 60201
0625-05	Litigation Files - includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements, etc.	General Counsel	Ind		Ind	Paper	No	X	NC1-237-77-3 Item 82 GC 6254
0625-10	Subpoenas/ Summons - filed against the Authority (<i>duplicate, originals sent to General Counsel</i>)	Corporate Services	2		2	Paper	No		GC 26201 GC 34090(d) GC 60201
0625-10	Subpoenas/Summons – filed against the Authority for related to non-Authority matters or case settlements handled by the General Counsel	General Counsel	3		3	Paper	No	X	GC 34090 GC 60201
0625-15	Criminal Action Files—regarding incidents involving taxi drivers, etc. on Authority property	Ground Trans.	D+1	2	D+3	Paper	No		GC 34090 GC 60201
0625-20	Subpoenas/Summons Log – log of all subpoenas and summons received by Corporate Services	Corporate Services	Ind		Ind	Electronic	No		GC 26201 GC 34090(d) GC 60201
0630-05	Board/ALUC Minutes - approved minutes of Board/ALUC meetings	Corporate Services	Ind		Ind	Paper	Yes		GC 34090 GC 60201
0630-10	Board/ALUC Agenda Packets - includes staff reports, presentations and back-up information	Corporate Services	2	Ind	Ind	Paper	No		GC 34090 GC 60201
0630-15	Board/Committee Meeting Recordings - recordings of meetings used for the preparation of minutes and public access	Corporate Services	Ind		Ind	Audio Cassette / Compact Disc / DVD / Webcast	No		GRS 21 Item 22 GC 34090.7
0630-20	Affidavit of Publication - board/committee meetings and public notices	Corporate Services	2		2	Paper	No		GRS 14 Item 15 GC 34090 GC 60201
0630-25	Board/ALUC Ordinances - ordinances adopted by the Board/ALUC	Corporate Services	Ind		Ind	Paper	Yes		GC 34090(e) GC 60201
0630-30	Board Correspondence - letters/memos of Board Members	Authority Board	2	2	4	Paper	No		GC 34090 GC 60201
0630-35	Information Packet - internal communication distributed to Board Members weekly and as needed information distributed to Board Members Weekly	Authority Board	2	2	4	Paper	No		GC 34090 GC 60201

**San Diego County Regional Airport Authority
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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0630-40	Board Policies—policies adopted by the Board governing the conduct of Authority business (approved redline policy is attached to the executed resolution and maintained indefinitely; copies of supplements maintained separately)	Corporate Services	S		S	Electronic/ Paper	Yes		GC 34090 GC 60201
0630-45	Board Codes and Policies - codes and policies adopted by the Board governing the conduct of Authority business (approved redline policy version is attached to the executed resolution and maintained indefinitely; copies of supplements maintained separately)	Corporate Services	S		S	Electronic/ Paper	Yes		GC 34090 GC 60201
0630-50	Board/ALUC Resolutions - resolutions adopted by the Board/ALUC	Corporate Services	Ind		Ind	Paper	Yes		GC 34090 GC 60201
0630-55	Board Member Appointments and Resignations	Corporate Services	Term + 2 4		Term + 2 4	Paper	No		
0635-05	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	Corporate Services	7		7	Paper	No		GC 81009(e) & (g)
0640-05	Deeds & Easements - original deeds & easements recorded by the County	Corporate Services	Ind		Ind	Paper	No		GC 34090 GC 60201
0640-10	Avigation Easements - easements filed by homeowners acknowledging noise conditions	Corporate Services	Ind		Ind	Paper	No		GC 34090
0645-05	Claims against the Authority - filed by the Public - (duplicate, originals sent to General Counsel)	Corporate Services	2		2	Paper	No		GC 34090 GC 60201
0645-10	Claims Log - log of all claims received by Corporate Services	Corporate Services	Ind		Ind	Electronic	No		GC 34090(d) GC 60201
0645-20	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 & Risk, staff report and resolutions of the Board concerning claims. (In case of litigation, subject to retention per 0625-05.)	General Counsel	D + 2	3	D + 5	Paper	No	X	GC 25105.5
0645-25	Harbor Police Reports and Claims - general memos and statistical information re: airport accidents/ incidents. (In case of litigation, subject to retention per 0625-05.)	General Counsel	2	3	5	Paper	No	X	GC 34090 GC 60201
0650-05	Appeals filed against the Authority - Denial of Permits (duplicate, originals sent to Landside)	Corporate Services	2		2	Paper	No		GC 26201 GC 34090 GC 60201
0650-10	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)	Ground Trans.	D + 2		D + 2	Electronic	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
0650-15	Parking Citations - Includes appeals and related correspondence	Ground Trans.	D + 3		D + 3	Paper	No		GC 34090 GC 60201
0650-20	Investigative Files - Including incident reports and related correspondence	Ground Trans.	D + 5		D + 5	Paper	No		GC 34090 GC 60201
0650-25	Notice of Violations - includes currently permitted vehicle violations and appeals	Ground Trans.	D + 2		D + 2	Paper	No		GC 34090 GC 60201
0650-30	Airport Rules and Regulations - 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 Airside Operations	S	Ind	S Ind	Paper / Electronic	Yes		GC 34090 GC 60201
0650-31	Airport Rules and Regulations Quarterly Amendments - approved redline and final version of updated sections	Business Planning	Ind		Ind	Paper	No		GC 34090 GC 60201
0650-35	TSA Punitive Action - 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 / Electronic	No	X	49 CFR 1542
0705-05	Position Recruitment Files - 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	UF or C + 2	2	UF or C + 4	Paper / Electronic	No	X	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 CA Gov Code 12946 CA Gov Code 12960
0705-10	Cultural Development Trip Files - back-up information and correspondence (<i>Series has been discontinued</i>)	Corporate Services	Ind		Ind	Paper	No		GC 34090 GC 60201
0705-15	Resident I-9 Forms - 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
0705-20	Workers' Compensation Loss Run Report - comprehensive report of workers compensation losses	Human Resources	10	5	15	Paper / Electronic	No	X	8 CCR 10102
0705-25	Authority Standards & Procedures - standards and procedures governing employee conduct	Human Resources	S	Ind	Ind	Electronic	Yes		GC 34090 GC 60201
0705-30	Employee Handbook - employee standards and procedures easy reference handbook	Human Resources	S	Ind	Ind	Paper / Electronic	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
0705-35	Class & Compensation Records – includes compensation studies reports, adjustments and approval documents	Human Resources	S + 5	Ind	Ind S + 5	Paper	No		GC 34090 GC 60201
0705-40	Human Resources Administrative Programs Employee Administrative Programs - includes Wellness program, employee recognition, etc. 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	S 2	Ind	Ind 2	Paper / Electronic	No		GC 34090 GC 60201
0705-45	Absence Requests/Time Off – completed requests submitted by the President/CEO	CEO	2		2	Paper	No		GC 34090 GC 60201
0705-50	Class Specifications – job descriptions, including all associated task or skill statements	Human Resources	S + 5		S + 5	Paper	Yes		GC 34090 GC 60201
0705-55	Garnishments - 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 29 CFR 516.2
0705-60	Relocation File - 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 GC 60201
0710-05	Union Disciplinary Investigation File Actions - investigation back-up documentation. <i>(The final action is transferred to personnel file)</i>	Human Resources	T + 5 2	5 3	T + 5 5	Paper / Electronic	No	X	FAA Order 5100.38 29 CFR 1602.12, 14 49 CFR 18.36
0710-10	Grievance Files - investigation and back-up information from Skelly Hearings	Human Resources	T + 2	3	T + 5	Paper	No	X	CA labor Code 1174 CA Civ proc 338 (a) 29 CFR 1602.12, 14 GC 12946
0710-15	Union Negotiations - all back-up information generated during negotiations	Human Resources	10		10	Paper	No	X	14 CFR 152.214

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0715-05	Personnel Records - 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 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946
0715-10	Department Supervisor's Notes – documentation to assist supervisor/evaluator with staff performance reviews	Dept.	T + 2		T + 2	Electronic / Paper	No		GC 34090 GC 60201
0715-15	Performance Evaluations – 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	No	X	29 CFR 1602.12 29 CFR 1602.14 29 CFR 1607.4 29 CFR 1627.3 29 CFR 516.2, 516.5 29 CFR 2520-104b(1) CA Gov Code 12946
0720-05	Law Enforcement Training Roster - 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	New Personnel Training (Annual) - provide sufficient resources to include airport familiarization, pedestrian/ground vehicles procedures, communications & ACM duties	Airside Operations	2		2	Paper	No		14 CFR 139.303
0720-15	P-Card Procedures & Regulations - includes procedural documentation and user guide	Procurement	S		S	Paper	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
0720-20	Airport Security Coordinator (ASC) Training Documentation - 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	Ethics Training (AB1234) – Certificates of Training required by Authority Code 2.05	Corporate Services	5		5	Paper	No		
0720-30	Mandatory Training – includes presentation materials, (signed acknowledgment maintained in Personnel Record)	Training & Organization Development	S + 2		S + 2	Electronic	No		GC 34090 GC 60201
0720-35	Incident Support Team Training Files - 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 GC 60201
0805-05	CEQA Documentation/ Categorical Exclusions - 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	CEQA Documentation/Categorical Exemptions - 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	CEQA Documentation/Negative Declarations - 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	CEQA Documentation/ Environmental Impact Reports (EIR) - 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	NEPA Documentation/Finding of No Significant Impact (FONSI) - 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	NEPA Documentation/ Environmental Assessments - 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	NEPA Documentation/ Environmental Impact Statements - 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	CA Coastal Act/Exclusions - 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

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0805-45	CA Coastal Act/Exemptions - 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	CA Coastal Act Permits (CDP) - Authority projects that require a Coastal Development permit	Airport Planning	C + 2	Ind	Ind	Paper	No		CA Coastal Act
0805-55	Local Coastal Program - documents related to establishing the Authority's own Local Coastal Program	Airport Planning	Ind		Ind	Paper	No		GC 34090 GC 60201
0810-05	Comprehensive Land Use Plan & Updates - public use and Military Airports land use compatibility plans	Airport Planning	C + 2	Ind	Ind	Electronic / Paper	No		14 CFR 150.11 PUC 21675
0810-10	FAA Land Use Approvals - FAR Part 77 Airspace Analysis Determinations for Notices to Proposed Construction and Alternations (airport Projects)	Airport Planning	E	Ind	Ind	Paper	No		14 CFR 150.1 et seq
0810-15	Air Transportation Action Program Study - documents from Phase I of the Site Selection Study including, Scope, Contract, Initial Screening, Airspace Review and Tier I (<i>series has been discontinued</i>)	Airport Planning	C + 2	Ind	Ind	Electronic / Paper	No		GC 34090 GC 60201
0810-20	Airport Site Selection Program Project Files - reports and deliverables from Phase II of the program	Airport Planning	C + 2	Ind	Ind	Electronic / Paper	No		CA PUC 21701, et seq.
0810-25	Airport Land Use Determination (ALUC) Project Files - includes notes, reports, resolutions and maps	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	Airport Construction Projects - includes correspondence, presentations, phasing schedules and construction safety plans as they relate to aircraft operations within the AOA. & back-up information as related to impact on air operations	Airside Operations	CL + 2	Ind	Ind CL + 2	Paper	No		14 CFR 77.19 GC 34090 GC 60201
0815-10	Lease Plats - record drawings	Facilities Development	Ind		Ind	Paper	No Yes		21 CCR 3534 GC 34090(a)

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0815-15	Construction Project Files (CIP, TDP, AMP2 , and Major Maintenance & Tenant Improvement – Planning Phase) - including plans, planning, design, construction, final inspection, final document audit, final project report, , costs, OSHA training records, etc.	Facilities Development/ Terminal Development	CL + 2	8	CL + 10	Paper / Electronic	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
0815-16	Critical Construction Project Files - 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 / TDP	CL + 2	Ind	Ind	Paper / Electronic	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	Construction Project As-Built Drawings – final drawings, structures & systems (<i>maintained by Technical Services</i>)	Facilities Development	Ind		Ind	Paper / Electronic	No 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	Quieter Homes Program Construction Project Files (Planning Phase)- including plans, planning, design, construction, final inspection, final document audit, final project report, costs, OSHA training records, etc.	QHP	CL + 2	8	CL + 10	Paper / Electronic	No		21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0815-21	Quieter Homes Program Critical Construction Project Files , 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	QHP	CL + 2	Ind	Ind	Paper / Electronic	No		21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338
0815-25	Labor Compliance Records – 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 payroll reports and related documents received from contractors (Certified payrolls are maintained electronically in LCPtracker)	Facilities Development / TDP	CL + 2	3	CL + 5	Paper / Electronic	No	X	LC226
0815-30	Homeowner Files – data and supporting documentation for each participant in the Quieter Home Program (Paper files are discarded after project close, scanning and quality control)	QHP	Ind		Ind	Electronic / Paper	No	X	21 CCR 5053, 5054, 5057 CCP 337.15 CCP 338
0815-35	Canceled Projects – projects canceled during the planning and design phase that may be reopened at a later date	Facilities Development / Quieter Home Program	Award-Canceled + 2		Award-Canceled + 2	Paper / Electronic	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
0815-40	Tenant Improvement Project File - 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 / 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 42 USC 9603 42 USC 9612(d), 9613(g) 42 USC 9658 33 USC 1251 et seq 42 USC 6972, 6973
0820-05	Airport Master Plan & Master Plan Amendments - 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 GC 60201
0820-10	Airport Planning Projects - any Authority projects that involve long-term facility or airport planning	Airport Planning	C + 3	Ind	Ind	Electronic / Paper	No		GC 34090 GC 60201
0820-15	Other Agency Planning & Environmental Projects - projects by other agencies that may impact the Authority	Airport Planning	C + 2	Ind	Ind	Electronic / Paper	No		GC 34090 GC 60201
0820-20	Geographic Information Systems (GIS) Data Layers and Datasets - all engineering, environmental, surveying, aerial photography, leasehold, and internal/external utilities above and below ground. Data covers the utilities and facilities Airport-wide. 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	Tenant/Property Files - supporting documents regarding the sale, purchase, exchange, lease or condemnation of property by the Authority <i>(tenant/property data retained indefinitely in E1)</i>	Real Estate Mgmt	E + 3	2	E + 5	Paper / Electronic	No		GRS 3 Item 1(a) GC34090a GC6254

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
0905-10	Appraisals - of Authority property	Real Estate Mgmt	S + prior-version- 4		S + 4	Paper	No		GC 6254(h) GC 34090
0905-20	Damage to Property Reports - 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		14 CFR 139.329
0905-25	Acquisitions – for property where the Authority is the lessee (original lease on file with Corporate Services; and if applicable, the proposal, qualifications, or quotation of the selected lessee and evaluation memo)	Real Estate Mgmt	T + 3	2	T + 5	Paper	Yes		
1005-05	IT Project Files - records relating to various IT related projects.	Information Technology IT	Ind		Ind	Paper / Electronic	No		PUC 25772 GC 34090 GC 60201
1005-10	Network Account Log and Applications - list of current and past accounts, back-up information, and Network Access Request forms	Information Technology IT	T + 3		T + 3	Paper / Electronic	No		GRS 24 Item 6 (a)
1005-15	Data Domain Back-up Tapes - daily back-ups for network systems	Information Technology IT	S		S	Electronic	Yes		GRS 24 Item 8(c)
1005-20	Technical Documentation - records necessary for reading or processing of electronic records, user guides, definitions, system specifications, system flowchart, code book or tables, modifications	Information Technology IT	D + 3 Ind		D + 3 Ind	Paper / Electronic	Yes		GRS 24 Item 8
1005-45	Information Tracking System (ITS) 2000 Database - accounting and tracking records (Discontinued use c. 2005)	Facilities Management	Ind S		Ind S	Electronic	No		GC 34090 GC 60201
1005-46	Facilities Maintenance Work Requests - requests for service and related information. (Data maintained in E-1)	Facilities Management	Ind		Ind	Electronic	No		GC 34090 GC 60201
1005-50	Help Desk Requests - records relating to requests for technical assistance and responses to those requests	Information Technology	2		2	Electronic	No		GC 34090 GC 60201
1105-10	Airfield Obstructions (Part 77) - Onsite - includes all obstructions, airfield lights & construction equipment that are localized within the boundaries and jurisdiction of the airport	Airside Operations	Ind-2		Ind-2	Paper	No		14 CFR 139.331
1105-100	Gatekeeper— database of information regarding permitted vehicles and drivers. Information managed includes but is not limited to: insurance, registration, license, owners, drivers, permits, violations/citations, complaints, contact information, fee structures and charges, and traffic patterns.	Ground Trans.	5		5	Electronic			GCP 337 GC 34090 GC 60201
1105-45	Part 139 Daily Self-Inspections - 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

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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
1105-20	Airport Operations 24-hour Daily Log - record of all activities conducted by the operations division	Airside Operations	5	Ind	Ind-5	Paper / Electronic - AIMS	No		14 CFR 139.327
1105-25	Fuel Facility & Vehicle Inspections (quarterly) - Includes fuel truck driver certification of training	Airside Operations	2		2	Paper / Electronic	No		14 CFR 139.321 CCP 338
1105-30	Deviation Reports - report to the FAA Regional Airports Division Manager stating the nature, extent and duration of the deviation due to an emergency	Airside Operations	T + 4		T + 4	Paper	No		14 CFR 139.113 CCP 338
1105-35	Obstruction/Notice of Construction or Alterations & Airspace Determination (FAR77) - includes 7460-1, 117-1, & resulting FAA correspondence	Airside Operations	Accepted + Ind or Rejected +2 5		Accepted + Ind or Rejected +2 5	Paper	No		14 CFR 77.19 GC 34090 GC 60201 PUC 170042
1105-40	FAA Advisory Circulars (ACs) - including but not limited to 150 Series	Airside Operations	S		S	Paper + Electronic	Yes		14 CFR 139.305- 139.343
1105-45	Notice to Airmen (NOTAM) - airport condition reports	Airside Operations	3		3	Paper	No		14 CFR 139.339
1105-50	Air Traffic Reports - monthly overview of airline operating statistics, includes Air Traffic Summary Report includes airline operation statistics	Air Service Development	5	Ind	Ind	Paper / Electronic	No		GC 34090 GC 60201
1105-51	Airline Operating Statistics - 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 GC 60201
1105-55	Charter Advisories - correspondence between charter operator, ground handling agent & airside operations, and includes Prior Permission Required events. department	Airside Operations	2		2	Paper	No		GC 34090 GC 60201
1105-60	Tenant Advisories and Notices - operational and non-operational notices to tenants notice to tenants of activates potentially/actually impacting or affecting their operations	Airside Operations	2	Ind-3	Ind-5	Paper + Electronic	No		GC 34090 GC 60201
1105-65	Airlines Impact Report - providing information on airlines- unintended deviation from their regular schedule	Airside-Operations	2		2	Paper + Electronic	No		GC 34090 GC 60201
1105-70	Curfew Violations - correspondence, documentation, background information and review panel records of decisions	Airport Noise Mitigation	Determinati on + 6 AP 5		Determinati on + 6 AP 5	Paper	No		San Diego Airport Use Regulations SDCRAA Code 9.40
1105-75	Air Ambulance Landings - emergency landings to transport the injured or human organs	Airport Noise Mitigation	5		5	Paper + Electronic	No		SDCRAA Code 9.4
1105-80	Airport Parking Cards - 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 GC 60201 PUC 170046

**San Diego County Regional Airport Authority
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Category Code	RECORD TYPE DESCRIPTION	Office of Original	Onsite	Offsite	Total	Media	Vital	May Contain Confidential Information	Citations
1105-81	Parking Gate Access Control Data - 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	No		GC 34090 GC 60201
1105-85	Wildlife Management Reports - 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 damaging collisions or engine ingestions on aircraft experiences with wildlife/birds	Airside Operations	2 5		Ind 5	Paper	No		14 CFR 139.337
1105-86	Exit Passes Log - log of all passes issued	Ground Trans.	2		2	Paper / Electronic	No		GC 34090 GC 60201
1105-90	SAN-AIREX/TABLETOP EXERCISES – 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	Aviation Security and Public Safety Airside Ops	S + 5	Ind	Ind	Paper	No	X	14 CFR 139.325
1105-95	Lost and Found Records – records documenting agency receipt, and storage and disposition of lost and found or abandoned property not related to a crime.	Landside	D + 3		D + 3	Electronic / Paper	No		Cal Civ Code 2080 GC 50050- 50057 PUC- 470036
1110-05	Expressive Activities Permits - completed permits and correspondence	Landside	E + 2		E + 2	Paper / Electronic	No		CCP 337 Authority Code 8.40
1110-10	Film Shoot Permits - completed permits and correspondence	Landside	E + 2		E + 2	Paper / Electronic	No		CCP 337 Authority Code 8.41
1110-15	Vehicle Permits - 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	Taxi & Shuttle Driver Permits - 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	Yes		CCP 337 49 CFR 1542.209

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1110-25	Airport Site Approval Permit Application - 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)	Airside Operations	Ind		Ind	Paper	Yes		21 CCR 3530, 3534
1110-30	State Operating Permit - permit issued by the state regarding noise abatement	Airport Noise Mitigation	S+1	Ind	Ind	Paper	No		21 CCR 3534
1110-35	Curbside Parking Permits – copy of placards and signed receipts	Ground Trans.	2		2	Paper / Electronic	No		CCP 337
1110-36	Cal Trans Permits - includes related documentation, such as annual inspections, etc. similar to 462	Airside Operations	3	Ind	Ind	Paper	No		14 CFR 139.217
1115-05	Aircraft Accident/Incident Report - includes description of what happened to aircraft/contents/occupants/facilities	Airside Operations	2	Ind	Ind	Electronic / Paper	No		14 CFR 139.325
1115-10	Aircraft Rescue & Firefighting (ARFF) - includes training, drills, daily report, fire alarm reports and paramedic daily activity reports	Airside Operations	3		3	Paper	No		14 CFR 139.317, 139.319
1115-15	HPD Sick/Injury Reports - copies of sick and injury reports reported to HPD	Airside Operations	2		2	Paper	No		14 CFR 139.319
1115-20	Ground Vehicles Accident/Incident Reports - copies of reports issued by HPD	Airside Operations	5		5	Paper	No		14 CFR 139.329
1115-25	Runway Incursions - 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	25		25	Paper	No		14 CFR 139.329
1115-30	Security Incidents - includes bomb threats, potential hijacking, sabotage, unauthorized access & other security breaches & violations	Airside Operations	2		2	Paper	No		14 CFR 139.325
1120-05	Airport Certification Application FAA Airports Division Applications - 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	Airport Certification Manual (ACM) - policies & procedures governing operations, including letters of agreement and including LOA's	Airside Operations	Ind S		Ind S	Electronic / Paper	Yes		14 CFR 139.101, 139.103, 139.201, 139.203, 139.205, 139.205, 139.207, 139.305-139.343

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1120-15	ACM Applications Amendment; Approval/Disapprovals - involving various FAA activities	Airside Operations	Ind		Ind	Paper	No		14 CFR 139.217
1120-20	FAA Annual Certification Inspection - includes documents & correspondence resulting from the inspections to & from the FAA	Airside Operations	3	Ind	Ind	Paper	No		14 CFR 139.217
1120-25	Airport Emergency Plan (AEP) Certification Manual - emergency policies for the Airport	Aviation Security and Public Safety Airside-Ops	Ind		Ind	Electronic / Paper	Yes	X	14 CFR 139.325
1120-30	Airport Certification Manual Procedures - description regarding rescue and firefighting requirements	Airside Operations	Ind		Ind	Electronic / Paper	Yes		14 CFR 139.317, 139.319

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