

Retention and Classification Report

Agency: Department of Transportation. Division of Aeronautics (61)

135 North 2400 West
Salt Lake City, UT 84116
(801)715-2272

Records Officer: _____

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AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2970

3

TITLE: Administrative records

DATES: 1948-1974.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10393

1

TITLE: Administrative subject files

DATES: 1971-2015.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain for 2 year(s) or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until lease agreements expire, whichever is greater, and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2985

3

TITLE: Airport construction project records

DATES: 1942-

ARRANGEMENT: Alphanumeric by project number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files detail the actual construction work undertaken at specific airports. The Utah Department of Transportation (UDOT) coordinates airport construction throughout the state. The airports are funded by both state and federal monies. All projects are approved by the Aeronautics Committee. These records include reports on the progress of the construction, a record of payment, drawings, and correspondence. The information includes project location numbers, details of project, cost of construction, requests for money to be spent, and agreements.

RETENTION:

Permanent. Retain for 10 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project is completed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the informational value of the records.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2985

TITLE: Airport construction project records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10394

3

TITLE: Airport correspondence

DATES: 1952-

ARRANGEMENT: Alphabetical by airport name and location

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10227

3

TITLE: Airport fuel tax disbursement journals

DATES: 1964-

ARRANGEMENT: Alphabetical by airport, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are airport fuel disbursement records which show the history of fuel taxes reimbursed to cities with airports throughout Utah. The fuel taxes are paid by oil distributors, received by city clerks, and then collected by the State Tax Commission. Aeronautics reimburses most of the cost of the tax to the city to be used toward airport construction and maintenance. The information includes amount of gallons purchased, total reimbursed to the city, amount the Tax Commission collects, and the date. These records are maintained monthly for Salt Lake airports (due to the volume of fuel they purchase) and quarterly for all other airports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the informational value of these records. They are needed permanently in office for reference use.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10227

TITLE: Airport fuel tax disbursement journals

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2980

3

TITLE: Airport license applications

DATES: 1955-

ARRANGEMENT: Alphabetical by name of airport

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These applications are sent to the Aeronautics Division yearly by individual airports in order for them to be licensed. Airports are inspected and can be disapproved. To be licensed, the airport submits the application and a fee, then Aeronautics gives them a license and receipt for payment. These records document that transaction. Information includes name of airport, location (including county), mailing address, owner, airport manager, type of airport (public or private), latitude and longitude, runway information, fee paid, and a copy of the license.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the evidential value these records hold for the existence and/or closure of Utah airports.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2980

TITLE: Airport license applications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10388

3

TITLE: Airport master record

DATES: 1979-2017.

ARRANGEMENT: Alphabetical by airport name

DESCRIPTION:

These forms are created by the Federal Aviation Administration (FAA) to document basic information about airports and are updated as state officials inspect the airports. They are also compiled for use as a reference source by pilots and general citizens. The records contain information on individual airports, including owner's name and address, manager's name and address, whether the airport is public or private, latitude and longitude, runway data, lighting, landing length, services, facilities, based aircraft, and operations. Also included is a map of the airport.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office until updated and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10388

TITLE: Airport master record

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2968

3

TITLE: Annual reports

DATES: 1971-1977.

ARRANGEMENT: Chronological

TOTAL VOLUME: 12.00 fiche.

DESCRIPTION:

Annual reports contain summarized information about the division of aeronautics, including staff information, administration goals and policy, information about special projects, air traffic reports, civil air patrol information, airport construction reports, and accident and fatality reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1971 through 1977.
Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1971 through 1977.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 23715

3

TITLE: Biennial reports

DATES: 1937-1956.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Biennial reports for the Utah State Aeronautics Commission were published for the governor, and contain reports on the activities of the aeronautics commission, accident reports and financial reports of various kinds.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10395

3

TITLE: Chronological outgoing correspondence

DATES: 1981-2017.

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2966

3

TITLE: Civil Aeronautics Commission air service investigation dockets case files

DATES: 1940-1968.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2991

3

TITLE: Federal aviation administration records

DATES: 1959-1963.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 month and then destroy.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10387

3

TITLE: Flight logs

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created by pilots for each flight and used by the Aeronautics staff as a reference. They document the flight activity (flight date and hours, utilization, and the passenger list) of Utah Department of Transportation planes. They are also used to create invoices for agencies receiving aircraft services. The information includes name of pilot, date, starting point and destination, time left/arrived, total flight hours, passenger names, and passenger agencies.

RETENTION:

Retain for 1 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after aircraft is no longer in use and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10387

TITLE: Flight logs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10191

3

TITLE: Gasoline used for aviation purposes reports

DATES: 1988-

ARRANGEMENT: Alphabetical by airport name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This report, which is provided to all Utah airports, is created by Aeronautics to record gasoline used. To compile the report, the airports list and provide evidence (paid invoices) of all aviation fuel purchased. The evidence is submitted to Aeronautics to show that the required fuel tax was paid. The report is prepared to properly reimburse the airports for a percentage of the fuel tax paid.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency. These records are also subject to audit.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10191

TITLE: Gasoline used for aviation purposes reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2998

3

TITLE: Historic financial records

DATES: 1956-1974.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10389

3

TITLE: Minute books

DATES: 1937-2017.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are continuing minutes of various aeronautics boards as they have existed from 1965 to the present. The Aeronautics Commission was a governing board of the division from 1965-1967, then they became the Board of Aeronautics until 1975. At that time, they became the Aeronautics Committee and ceased to be a governing board. These minute books document their meetings, actions, and accomplishments.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10392

3

TITLE: Navigational aids records

DATES: 1981-2017.

ARRANGEMENT: Alphanumerical by location

DESCRIPTION:

These records are created by the navigational aids technician. They are also required by the Federal Aviation Administration (FAA). They document the acquisition and maintenance of navigational aids (radio equipment) located around the state. Included are maintenance records, procedures, correspondence, radio licenses, FAA inspection reports, and manuals. Maintenance is conducted monthly or quarterly. Inspections by the technician are conducted every time the navigational aids are shut down. These records are maintained at the site of the equipment. The original copy is maintained by the FAA.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office until navigational equipment is no longer in use and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10392

TITLE: Navigational aids records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2978

3

TITLE: Publications

DATES: 1939-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have fiscal value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 2981

3

TITLE: Search pilot designation applications

DATES: 1962.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records were created by the Civil Air Patrol, part of the United States Air Force. Aeronautics only receives phone calls about their activities now.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have fiscal value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10391

3

TITLE: Travel reimbursement requests

DATES: 1988-2017.

ARRANGEMENT: Chronological

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 83690

4

TITLE: Utah aeronautical chart

DATES: i 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the informational value of these charts, which could be important historically.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 83686

3

TITLE: Utah aviation newsletter

DATES: 1954-1982.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The Utah Aviation newsletter presents updated, general, and specific news regarding the aviation industry in Utah, especially agency directives and policy changes. It serves therefore as a reference source of current problems and progress within the industry. Originally published as Utah Aero News, the name was changed to Utah Aviation News in approximately 1967. Initially it was a monthly publication but became a quarterly issue in 1984.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1954 through 1985. Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1974 through 1982. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1974 through 1982. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have fiscal, and/or historical value(s).

The Utah Aviation newsletter presents updated, general, and specific news regarding the aviation industry in Utah, especially agency directives and policy changes.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 83686

TITLE: Utah aviation newsletter

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10352

3

TITLE: Utah safe pilot newsletter

DATES: 1988-2017.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This newsletter is a free publication sent to all pilots in the state who have a current medical file with the Federal Aviation Administration (FAA). It contains information on aviation safety as it pertains to Utah.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

This newsletter is a free publication sent to all pilots in the state who have a current medical file with the Federal Aviation Administration (FAA). It contains information on aviation safety as it pertains to Utah and documents the activities of the FAA and Aeronautics division within the state of Utah.

AGENCY: Department of Transportation. Engineering & Operations. Operations. Aeronautics

SERIES: 10352

TITLE: Utah safe pilot newsletter

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.