

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Airports (999)

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**Records Officer:** \_\_\_\_\_

08728	Administrative master correspondence files
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**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8728

3

**TITLE:** Administrative master correspondence files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

These correspondence files document the administrative actions between the staff of the Airport Authority and individual airport tenants, concessionaires, and patrons. They are used for reference purposes.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These are some of the oldest records of the airport and would provide important information about its development.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8729

3

**TITLE:** Administrative master files/air carriers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These master files document actions between the airport authority and individual air carriers doing business with the airport. They are used for reference purposes. These files include billing information, rates and charges information, noise issues, passenger data, space allocations, airport use agreements (AUA), and contractual correspondence.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These files are very important in documenting the history of passenger service to the airport.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8732

3

**TITLE:** Air traffic statistical printouts

**DATES:** 1942-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These computer printouts compile statistics from forms prepared by air carriers. They are used in determining charges for facilities and the creation of bidding documents. These printouts include name of carriers, date, number of landings, number of passengers, cargo tonnage, mail tonnage, types of aircraft, and weight.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Office for 60 days and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8716

3

**TITLE:** Airfield snow removal manuals

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These manuals contain all pertinent information necessary for airfield snow removal procedures. There are two teams of snow removal personnel. The manuals are used to organize their job responsibilities and specific equipment they would operate. This manual is updated as necessary. These manuals include procedures, specific equipment to be used, and emergency phone numbers for calling out teams.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8735

3

**TITLE:** Airport authority minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These minutes of regularly scheduled and special meetings record the activities of the Airport Authority Board. The board is appointed by mayor to oversee airport activities and to approve every contractual record. The minutes are used for research purposes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8708

3

**TITLE:** Airport slides/photographs

**DATES:** 1954-

**ARRANGEMENT:** Numerical by category

**DESCRIPTION:**

These slides and photographs record site locations of construction projects. They are used as a visual record for the progress of construction projects.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Photographs: Retain in Office permanently.

Slides: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 24959

4

**TITLE:** Annual reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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.

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8704

3

**TITLE:** As-built project drawings

**DATES:** 1922-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These as-built drawings document all airport construction projects including taxiways, runways, concourses, connectors, terminals, cargo buildings, and all remodeling projects. They serve as a record of actual construction.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after substantial completion of project and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

These drawings are the airport's oldest records and they document the very beginning of the airport to the present. They are extremely important in the history of Utah's only international airport.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8707

3

**TITLE:** Construction meeting minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These minutes record the proceedings of various engineering meetings between contractors and airport personnel, architectural firms and airport personnel, and construction progress staff meetings. They are used for verification purposes and to document decisions.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8751

3

**TITLE:** Construction project files

**DATES:** 1940-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These project files record all monies spent in the construction of airport facilities. They are used by the auditors to balance the general ledger for capitalization purposes. These files include extra work orders, contract payment letters and balance sheets.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8724

3

**TITLE:** Consultant proposal project files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These project files document specific proposals made by outside consultants to the airport. The airport is required to receive consultant services by outside agencies with specific expertise relative to specific purposes of proposal. They are used for project planning and the bidding process. Typically, they include proposals for service agreements, construction agreements, and research planning studies.

**RETENTION:**

Permanent. Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after contract is awarded and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8705

3

**TITLE:** Facilities maps, drawings and aerial photographs

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by category

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These illustrations are of airport facilities. They are used for reference of current projects and as research material for future construction and to illustrate current publications. These files include land use maps, drainage and pavement drawings, airport layout plan, and master plan maps. Also includes aerial photographs, topography maps, and standard maps (drawings showing standard construction of manholes, sewers, curbs and gutters).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8702

3

**TITLE:** Project data files

**DATES:** 1940-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These project files concern airport construction projects. They are used to document airport construction from the award of the bid until the completion of the final inspection. These files include 'Notice to Proceed' letters; abstract of bids; letters regarding the progress of the project; and related correspondence regarding payments made and testing schedules.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8703

3

**TITLE:** Project files

**DATES:** 1950-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These project files consist of separate files on each airport construction project. They are used to monitor compliance of local, state, and federal regulations. These files include engineer's project notes, contractors' payroll, weight tickets, daily and weekly inspection reports, and other documentation related to airport engineering reports.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8713

3

**TITLE:** Reports

**DATES:** 1965-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

These reports are completed by the Engineering Department or private consultants describing construction of federally-funded projects. They provide a written record of project as required by the FAA. These reports include project name and number, year, airport improvement project (AIP) number, results of testing, summary of construction costs, quantities used, project funding, construction phasing and staging, abstracts of bids, and letters of compliance.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8709

3

**TITLE:** Special studies

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by category of study

**ANNUAL ACCUMULATION:** 1.80 cubic feet.

**DESCRIPTION:**

These manuals and books are compiled by the airport or outside agencies and contain information on specific projects such as environmental assessment, program directives, master plans, and graphic standards. These studies include: Airport Noise Control and Land Use Compatibility Study, Design Directives, Land Use Policy Plan, and Drainage Studies. The studies are used for research on various airport projects.

**RETENTION:**

Permanent. Retain for 20 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**AGENCY:** Salt Lake City (Utah). Department of Airports

**SERIES:** 8712

3

**TITLE:** Survey field books

**DATES:** 1953-

**ARRANGEMENT:** Numerical by project number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These books contain the original field notes of survey parties dialy surveying measurements. They are used as a source of information for design surveys, airport improvements, property surveys, and for updating measurements and information at the airport. These books include survey measurements, elevations, grades, and some sketches of the area.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.