



AGENDA

Asheville Regional Airport Authority Regular Meeting
Friday, December 9, 2011, 8:30 a.m.
Conference Room at Administrative Offices

NOTICE TO THE PUBLIC. The Airport Authority welcomes comments from the public on any agenda item. Comments are received prior to the Board's discussion of the agenda item. Comments are limited to five minutes. If you wish to comment on an agenda item, please deliver a request card (available in the meeting room) to the Recording Secretary prior to the agenda item being called by the Chairman.

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS: None
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT AGENDA:
 - A. Approval of the Asheville Regional Airport Authority October 14, 2011 Regular Meeting Minutes ([document](#))
 - B. Approval of the Asheville Regional Airport Authority October 14, 2011 Closed Session Minutes
 - C. Ratify Award to Purchase a John Deere 7130 Cab Tractor with 30' Alamo Maverick Boom Mower Attachments (Without Bidding) ([document](#))
 - D. Approval of Revised Records Retention and Disposition Schedule ([document](#))
 - E. Ratification of Payment to the North Carolina Department of Revenue ([document](#))



VI. OLD BUSINESS:

- A. Update on Joint Fire House Discussion

VII. NEW BUSINESS:

- A. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) For FY 2013-2017 ([document](#))
- B. Approve Scope of Services and Fee with RS&H Architects-Engineers-Planners, Inc. for Passenger Boarding Bridge Replacement Project – Phase 2 ([document](#))
- C. Resolution Designating Branch Banking and Trust Company and First-Citizens Bank & Trust Company as Official Depositories ([document](#))
- D. Approval of Amended Purchasing/Procurement Policy ([document](#))

VIII. DIRECTOR'S REPORT:

- A. February Board Meeting Date Change
- B. Banking Status Quo
- C. ARN Nominations
- D. 401/404 Approval and Mitigation Credits Paid
- E. NC Tax Audit and Implications
- F. Employee Raises
- G. Parking Lot Fee Increase

IX. INFORMATION SECTION:

(Staff presentations will not be made on these items. Staff will be available to address any questions the Board may have.)

- A. October, 2011 Traffic Report ([document](#))
- B. October, 2011 Monthly Financial Report ([document](#))
- C. December, 2011 Development/Project Status Report ([document](#))



D. Potential Board Items for the Next Regular Scheduled Meeting:

- None identified at this time

X. AUTHORITY MEMBERS' REPORTS:

XI. PUBLIC AND TENANTS' COMMENTS:

XII. CLOSED SESSION:

Pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney Client Privilege, and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations

XIII. CALL FOR NEXT MEETING.

XIV. ADJOURNMENT.

Respectfully submitted,

Lew Bleiweis, A.A.E.
Airport Director

Approved:

David Hillier
Chairman

This agenda of the Asheville Regional Airport Authority is provided as a matter of convenience to the public. It is not the official agenda. Although every effort is made to provide complete and accurate information to this agenda, the Authority does not warrant or guarantee its accuracy or completeness for any purpose. The agenda is subject to change before or at the Board meeting.

Asheville Regional Airport Authority
Executive Summary
October-11

AIRPORT ACTIVITY

	<u>Month</u>	<u>Variance to Prior Year</u>	<u>Calendar Year to Date</u>	<u>Variance to Prior Year</u>
Passenger Enplanements	35,674	(6.8%)	304,442	(2.7%)
Aircraft Operations				
Commercial	1,833	(6.5%)	17,838	1.9%
Scheduled Flights	765	(10.1%)		
Flight Cancellations	5			
Seats	42,315	(4.8%)	414,116	3.9%
Load Factor	84.3%	(2.1%)	73.5%	(6.3%)
General Aviation	3,801	(8.2%)	31,874	(12.0%)
Military	404	(19.4%)	3,423	(17.4%)

FINANCIAL RESULTS

	<u>Month</u>	<u>Variance to Budget</u>	<u>Fiscal Year to Date</u>	<u>Variance to Budget</u>
Operating Revenues	\$ 784,732	3.2%	\$ 3,130,998	4.9%
Operating Expenses	534,973	(23.0%)	2,151,229	(17.8%)
Net Operating Revenues before Depreciation	<u>\$ 249,759</u>	276.1%	<u>\$ 979,769</u>	166.0%
Net Non-Operating Revenues	<u>\$ 233,162</u>	4.0%	<u>\$ 957,008</u>	7.3%
Grants:				
FAA AIP Grants	\$ -		\$ -	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ -</u>		<u>\$ -</u>	

CASH

Restricted	\$ 153,338
Designated for O&M Reserve	3,553,272
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	8,405,491
Total	<u>\$ 12,762,101</u>

RECEIVABLES PAST DUE

	<u>Total</u>	<u>1-30 Days</u>	<u>31-60 Days</u>	<u>Over 60 Days</u>
Warrior Golf Acquisitions	\$ 896	\$ 896		
FAA / TSA	44,188	44,188		
Piedmont Airlines	590	219	371	
US Department of Agriculture	879	847	32	
WNC Regional Economic Development Commission	1,084	1,084		
Miscellaneous	1,026	404	168	454
Total	<u>\$ 48,663</u>	<u>\$ 47,638</u>	<u>\$ 571</u>	<u>\$ 454</u>
% of Total Receivables	<u>8.31%</u>			

Note: Excludes balances paid subsequent to month-end.

REVENUE BONDS PAYABLE

Rental Car Facilities Taxable Revenue Bond, Series 2007	
Original Amount	\$ 4,750,000
Current Balance	\$ 3,352,816

CAPITAL EXPENDITURES

Annual Budget	\$ 9,442,851
Year-to-Date Spending	\$ 290,435

REGULAR MEETING
ASHEVILLE REGIONAL AIRPORT AUTHORITY
October 14, 2011
8:30 a.m.

The Asheville Regional Airport Authority ("Authority") met on Friday, October 14, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: David R. Hillier, Chairman; David Gantt, Vice-Chairman; Jeffrey A. Piccirillo, Secretary-Treasurer; Brownie Newman; Martha W. Thompson; Bob Roberts and Bill Moyer

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Airport Director; Michael Reisman, Deputy Airport Director of Development and Operations; C. Jeffrey Augram, Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; Suzie Baker, Director of Administration; Kevan Smith, Public Safety Captain; Amy Burritt, Marketing Supervisor; Kellie Whittemore; Duane Fischer; and Ellen Heywood, Recording Secretary

ALSO PRESENT: Mike Darcangelo, AVCON; Jeff Kirby, LPA/Michael Baker Corp.; Nate Otto, RS&H; Brad Wente, RS&H; Dennis Iskra, RS&H; Scott Burnette, Asheville Fire Department; Jeff Richardson, City of Asheville; David McFee, Asheville Fire Department; and Chris Costner, Martin Starnes & Associates

CALL TO ORDER: The Chairman welcomed everyone in attendance and called the meeting to order at 8:30 a.m.

APPEARANCES: None

SERVICE AWARD PRESENTATION: The Chairman recognized Duane Fischer with a service recognition award and gift for his 15 years of service with the Authority.

PRESENTATIONS:

A. Custodial Department: David Nantz presented an overview of the functions of the Custodial Department. Mr. Nantz identified the top three objectives of the

department as being cleanliness, customer satisfaction, and safety. The staff has over 120,000 square feet of terminal space to maintain which includes various types of flooring, 18 restrooms, 141 light fixtures, two baggage carousels, some outdoor areas, recycling products, tenant areas, as well as the daily duties performed in the Authority office areas. The Board thanked Mr. Nantz for his presentation.

FINANCIAL REPORT: The Director reviewed the airport activity section of the Executive Summary for the month of August. Enplanements for the month totaled 37,798 which was a decrease by 1% over the same period last year. Commercial aircraft operations totaled 2,097 which was an increase of 5.6%. General Aviation and Military flights were both down for the month by 1.2% and 18.2% respectively. Mrs. Thomas reported on the financial results stating that operating revenue was \$802,535 which was 8.7% above budget for the month and operating expenses for the month totaled \$552,304 which was 15.9% under budget. Mrs. Thomas also reviewed the cash position for the month.

CONSENT AGENDA: The Chairman advised the Board that Consent Agenda Item B, Approval of the Asheville Regional Airport Authority August 12, 2011 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Asheville Regional Airport Authority August 12, 2011 Regular Meeting Minutes:

C. Approval of the Asheville Regional Airport Authority August 19, 2011 Special Meeting Minutes:

D. Amendment to the Space/Use Permit with The Lamar Companies:

E. Approval of Resolution for Donation of 6% Fire Fighting Foam:

Mr. Gantt moved to approve Consent Agenda Items A, C, D and E. Mr. Piccirillo seconded the motion and it carried unanimously.

OLD BUSINESS:

A. Update of Joint Fire House Discussion: The Chairman informed the Board that he did not anticipate a vote regarding the issue of a joint fire house but just wanted an update from both parties and for the Board to have the ability to monitor the situation as it goes forward.

Michael Reisman informed the Board that at the August 12, 2011 Board meeting, staff was directed by the Board to do research for potential costs associated with bringing the City into the Authority's public safety building. Mr. Reisman reviewed the spreadsheet that was available for the Board at their seats and informed the Board that

the space use allocation pages of the spreadsheet breaks out the assumptions staff made for what they anticipate the City would need for space. Originally, staff assumed the Asheville Fire Department (AFD) would require approximately 2,500 SF of space in the building and the Authority would require a 12,000 SF building. In addition to FAA guidelines, staff used National Fire Protection Association guidelines to identify additional space needed to accommodate the AFD staff. Therefore approximately 3,000 SF was added to the original 12,000 SF building. The cost for the entire building is \$5.582 million and Mr. Reisman reminded the Board that \$4 million was budgeted for the Authority 12,000 SF public safety building. Mr. Reisman further stated that assuming the City would be occupying 40% of the building for both dedicated and common space, staff used 40% as the basis in terms of identifying the cost of the building for the City's share. This amounts to approximately \$2.4 million assumed as the City's share. Staff also calculated anticipated annual operating expenses for the City to include insurance, utilities, fair market value rent, as well as training and support for all the personnel stationed at the airport and this amounts to approximately \$39,000. A copy of this information has been sent to the City and a teleconference was held with Jeff Richardson and Scott Burnette to clarify all of the numbers. The Authority staff and the City staff are not in full agreement on some of the numbers and the City has submitted a letter requesting quantification of the information and posed a few other questions that staff was able to answer.

Mr. Gantt inquired if staff used a third party to determine these figures and if they were in attendance at the meeting and also if the City has had input with the third party. Mr. Reisman replied that the consultant was not at the meeting and that the City did not have input with the consultant. Mr. Reisman further stated that the City had input when the teleconference took place a few weeks ago and Mr. Reisman's impression was that while the City was generally in agreement with some of the assumptions on space allocation that were made, there was disagreement on their part with the allocation of space for areas they felt they did not need, for example an alarm room, office and record room. Mr. Reisman further stated that staff was not yet at the point of designing the building and space, and that the City would be involved with the consultant at that point. Mr. Reisman also reminded the Board that staff was asked to determine the cost to accommodate the City in the fire house and based on the assumptions that were made, staff is discovering that the cost is fairly equivalent to the City building their own fire station as they used a \$2.5 million figure for a stand-alone fire station.

Mr. Roberts asked if the differences in percentages were based on certain FAA requirements. Mr. Reisman replied that the FAA will not allow staff to use federal funds to pay for any portion of the building that will be used by the AFD. Based on staff's assumption, the AFD will use 40% of the building so 40% of the building will not be

eligible for federal funding. Some of the other percentages are estimates used for utilities and other items. The Director interjected that staff wanted to take a more realistic approach so rather than using 40% across the board, varying percentages were used to be a little more specific in determining operating costs.

The Chairman requested that Mr. Reisman explain some of the numbers on the last page of the spreadsheet. Mr. Reisman responded that 12,000 SF is the original space planned for the exclusive use of the Authority staff. 3,000 SF of space was added to total 15,000 SF. Of that, almost 6,000 SF of the space would be dedicated for or shared with AFD which leaves a little more than 9,000 SF of space for the Authority staff. Staff wanted the Board to be aware that the Authority is building a fire station that the Authority staff is not getting full and exclusive use of and that was the reason for some of the numbers on the spreadsheet.

Mr. Moyer asked at what point and how the FAA monitors the project. Mr. Reisman replied that if a decision is rendered to move forward with a joint fire house, a program document will need to be put together by the consultant and presented to the FAA. The FAA will examine and audit everything that is done. They will determine how much of the building is eligible for federal funding and will make the judgment on what portion of the building is to be paid for by the City. The Director commented that the FAA would permanently monitor the joint use facility to ensure that the Authority collects proper amounts from the City. The FAA would conduct annual audits and the Authority could be in jeopardy of losing future entitlement funding if annual operating expenses were not collected from the City.

Mr. Roberts asked if the FAA would pay for 95% of the Authority's cost if we were to build just the 12,000 SF. The Director responded that the FAA pays up to 95%. Some of the building would be paid for with PFC funds, AIP funds, and some from the Authority's fund balance. The Director further explained that the airport receives approximately \$2.2 to \$2.3 million a year from entitlement funding from the FAA but not all of this will be used for this project.

Mr. Newman asked if staff could determine at this point what the likely ratio of AIP funds vs. other funds would be for this project. The Director replied that on the CIP that was approved last year, \$4 million was earmarked for the fire house. \$2.2 million was in AIP entitlement funding, \$1.2 million was in future PFC funding, and \$600,000 was airport capital for a total of \$4 million. Since this CIP was sent to the FAA, a new application was submitted for PFC funding, so staff has raised the PFC dollar amount slightly, the airport capital amount has gone down slightly, and the \$2.2 million has stayed the same. Staff was planning on designating all of next year's AIP money towards a portion of the fire house.

The Chairman stated that he was concerned about the cost of the joint fire house and the fact that staff was spending a considerable amount of time planning this. The Chairman also asked about the timeline once staff went to the FAA with this project. Mr. Reisman responded that staff would like to have design plans done by December, have the bid package out in February, with groundbreaking in late April or early May. With the additional time needed to determine if a joint fire house will work, as well as some type of agreement between the Authority and City to document the responsibilities of payment, start of construction may need to be put off for a year. The reason for this is that with the extra time needed for the planning of a joint facility, the bid package wouldn't go out until the spring and contractors already have their jobs for the construction season lined up by that time.

The Director informed the Board that during the time that staff has been working on this, an e-mail was received from the city manager asking for information about the property across the street. The Director further stated that based on previous discussions with the City, staff offered a .72 acre lot to the City for a stand-alone station. However, the City did not think a .72 acre lot was adequate and they requested a 2 acre lot. Staff has requested the City provide reasons why 2 acres are needed and some information has been provided. The Director would like for this to be further discussed with the City.

Chief Scott Burnette appeared before the Board to give an update on the progress made since the August 12 Authority Board meeting. Chief Burnette identified best practice models using the Town of Garner/Wake County Partnership and the Charlotte Douglas International Airport. Chief Burnette spoke of the two great models in Garner and Wake County that the City was able to use to contrast and compare. Garner and Wake County have two separate public safety facilities located next door to each other that received a lot of criticism from the community. The next safety facility that was built is a co-located facility. The city and county reported considerable savings during capital construction as well as annual operational savings which have been realized when comparing the two facilities side by side to the co-located facility. Chief Burnette also discussed the Charlotte Douglas International Airport which has the largest co-located airport fire station in the world. The public safety officials there report that the operational synergy has increased public safety considerably. Chief Burnette also informed the Board that the City evaluated the property offered by the airport on NC 280 and there are both advantages and disadvantages. A design professional has looked at the property and has determined that very little grading would be required to build a stand-alone station. Chief Burnette further stated that the design professionals have consistently told the City that two acres of land is optimal to build a fire station, but the City would be able to use the property to provide basic services. The disadvantages are that the property would not have the room for a community center

for events such as car seat checks, a drive through bay would not be an option, the building footprint and parking would use all of the available space, LEED certification would be a very challenging design on that parcel as well as very costly, and finally storm water retention would be a significant issue as it would have to be designed underneath the parking lot and would be very costly. The City's design professional has estimated that the cost for building this station would be \$2.4 million independent of LEED certification and storm water retention.

Mr. Newman commented that the station could be built on the property offered by the airport but asked if construction costs would be lower if more acreage was available. Chief Burnette responded that this was correct and gave examples of construction costs for other City fire stations built on both similar sized and larger lots.

Ms. Thompson asked if the joint facility would be Leed certified and also have a drive through bay. Chief Burnette replied that he did not believe the joint facility would be Leed certified but was not aware if there would be drive through bays. The Director commented that the joint use facility would not have drive through bays. Ms. Thompson further asked if the joint use facility would only enable the City to provide basic services and Chief Burnette responded that this was correct. Ms. Thompson also asked if there would be advantages of the location on NC 280 for access to the highway or response time vs. the joint use facility. Chief Burnette stated there would not be an advantage for the response time but a slight advantage for access to the highway. Chief Burnette further stated that with the modifications to the existing traffic signal near the I26 interchange, the net would be the same.

The Chairman commented that he was concerned with how the City would make a left-hand turn onto NC280 from Wright Brothers Way and also asked what community would be served from a fire station in a commercially zoned area. Chief Burnette responded that a community is more than just residential and gave examples of citizens who shop or work in the area that stop at fire stations for directions, car seat checks or other services, as well as airport passengers who would stop to ask directions.

Mr. Gantt expressed his concern about the left hand turn from Wright Brothers Way onto NC 280 and asked if the City expected the NCDOT to put in a stop light at the intersection. Chief Burnette replied that the City did not expect a stop light to be installed but rather felt the NCDOT was likely to approve traffic preemption for this intersection. Chief Burnette explained that traffic preemption is equipment that is on board the fire trucks that controls the intersection, allows the fire trucks to enter the intersection, and does not alter the traffic flow.

The Chairman asked where the City stood regarding the offer by the airport to use the existing Department of Public Safety building so that the fire trucks could exit from a

non-secure location. Chief Burnette replied that he believed the offer was for use of the building on a limited time of five years. The Director stated that the building is slated to be torn down at some point, but the airport could make a commitment for a short term such as five years, and felt that it would give the City the opportunity to see if the location works for them at a minimal investment by the City for some modifications made to the building. Chief Burnette commented that one thing that is lost with that scenario is the economy of the scale. For the City to add on to the airport's new fire station at a later date would cause the savings to be lost.

Chief Burnette reviewed the LPA Group's analysis stating that the preliminary work was completed and LPA's estimated cost for the City was \$2.3 million. This was reviewed between the city and airport staff, and the city and airport staff agreed that the estimates contained assumptions by LPA that would need to be clarified. Chief Burnette identified the recommended next steps as (1) the airport and city staff to meet with the LPA Group to clarify the assumptions and finalize cost estimates, (2) the airport and city staff to perform a tour of the fire station at Charlotte Douglas Airport, (3) the airport and city staff to meet with the FAA to identify feasibility, and (4) to report back in 30 days to the Authority Board to meet the Board's direction in August of a 90-day turnaround.

Mr. Gantt questioned if the City had any time constraints for this project. Chief Burnette replied that 2013 worked best for the City but had flexibility on this. Mr. Gantt stated that he thought a comment had been made that a delay by a year might be needed if a decision was not made soon. Mr. Reisman responded that the expectation was that if several months were lost in the process to get to the design phase and out to bid, it would be in the best fiscal interest to wait until early 2013 to bid it out because staff would be bidding a project on the tail end of the construction season which would drive up the contractor pricing. The Chairman noted that this timing issue might be dependent upon a discussion regarding New Business Item D and suggested the Board discuss that issue and go back to the fire house discussion.

The Director stated that he would like clarification from Chief Burnette on a comment made at the August Board meeting regarding locating a fire station at the most critical point on Airport Road. The Director further stated that the way an airport operates, if a disaster were to occur, the airport may close for a short time until trailers were brought in to continue operations. However, if a disaster were to strike a Target, Lowes or Walmart, hundreds of people would be unemployed and a loss of tax base for the City would occur due to a lack of revenue being generated. The Director asked if that wouldn't indicate a more critical point. Chief Burnette responded that the AFD uses the Commission on Public Safety Excellence (CPSE) as a standard of cover for a fire protection planning model and that is the benchmark in the fire service for fire

protection planning throughout the country. The CPSE model ranks airports as the highest critical infrastructure risk for a region. This model looks at the economic engine that an airport is to the whole region.

Mr. Moyer stated that he felt something specific regarding the traffic situation needs to be considered a next step. Mr. Newman commented that he hoped to see the critical mass of information gathered within the next 30 or 60 days so that maybe an initial decision could be made about whether this is a good idea or not. Mr. Newman further stated that he wanted to see everyone getting together to do this analysis, gathering around the table to discuss and understand all the assumptions that everyone is bringing to the table. The Director stated that he thought progress was being made and that there would be differences between both parties. The airport staff wants to make sure that the building is something that is not obsolete for the airport if the City decides in 20 years that the location does not work for them anymore and the airport inherits the space. Mr. Newman stressed the need for communication and the importance of making sure the technical information on the due diligence is sent to the fire chief and assistant city manager. Mr. Gantt also emphasized the importance for everyone involved to sit down together to work out the details and gather the information so time is not being wasted.

The Chairman informed the Board that with their permission New Business Item D would be discussed and the Board would then continue with the joint fire house issue.

NEW BUSINESS:

D. Approval of Regional Boarding Ramp Replacement: Mr. Reisman reported that in 2007 the Authority purchased three Regional Boarding Ramps (RBRs) for gates 4-6. Shortly after the units were delivered, the manufacturer went out of business. The RBRs have been highly problematic since then with a lack of parts being available and lots of down time. Mr. Reisman informed the Board that the RBR at gate 4 collapsed and is severely damaged and out of service. US Airways has had to ground board passengers in open weather and the airport has experienced a reduction in revenue as the airlines are charged for a per use basis of the units. The RBRs at gates 5 and 6 are also having problems and are being inspected by Maintenance staff daily. Mr. Reisman reviewed the options for replacing the RBRs. The first option was to retrofit the RBRs at a cost of approximately \$84,000.00 each for a total cost of \$252,000 by a company that has purchased the rights to the original manufacturer's designs. The second option was to eliminate the RBRs and require the airlines to ground board the passengers. The third option was to replace the RBRs with Passenger Boarding Bridges (PBBs) similar to those used at gates 2 and 3. Mr. Reisman further informed the Board that the CIP includes replacement of the RBRs in 2016 and although there is a lead time of 6 to 12 months to bid and obtain the units, over the long term this option is

considered the most desirable. Minor modifications would need to be made to the building for the purchase of PBBs but the existing ground power and pre-conditioned air units would be reused. The total cost to purchase the PBBs is estimated at \$1.5 million. Mr. Reisman advised the Board that there is currently \$378,000 in assets on the existing RBRs that would need to be written off the books if the units were disposed. Mr. Reisman also informed the Board that there were a variety of ways to fund the purchase of 3 PBBs including rearranging projects in the current CIP. The Chairman requested more specific information regarding the funding. The Director advised the Board that the current CIP calls for the purchase of PBBs at a cost of \$2 million for Federal Fiscal Year 2016 which is October, 2015. There is currently \$2.2 million in AIP funding this Federal Fiscal Year slated for the fire house. Projects could be shifted around by putting the fire house off for one year and moving the purchase of the PBBs to this year using the \$2.2 million. The purchase of the PBB is 95% AIP eligible and the other 5% would be Authority funding or under PFC approval. An alternative would be to purchase the PBBs with the Authority's fund balance and the federal funding for the PBBs in the CIP for 2016 could be used for other projects.

Mr. Moyer questioned how much revenue would be lost if the airlines were not using the RBRs. The Director responded that the airlines are charged approximately \$17-18 each time the RBR is used and this amounts to less than \$50,000 annually. The Director also stated that if the Authority uses its own funds to purchase the PBBs, the airlines can be charged rent and operating use for the PBB whereas if AIP funds are used, the airport can only charge operating and maintenance expenses.

Mr. Roberts commented about the \$378,000 that would need to be written off and asked if there was any salvage value for the RBRs. Mr. Reisman stated that other airports were also having problems with the same RBRs and would not want to purchase them but the RBRs could be stripped and their parts sold to other airports.

Mr. Newman asked about the useful life for the PBBs. Mr. Reisman replied that RBRs have a useful life of 5-7 years and the PBBs have a useful life of 20+ years.

Mr. Roberts asked how difficult it would be to reallocate AIP funds. The Director responded that it was not too difficult as it is basically what is submitted each year in the CIP. The CIP would be approved by the Board in December and sent to the FAA in January along with a pre-application of the projects staff believes will be submitted that year. It is not a full commitment until the actual application is submitted with the project.

Mr. Moyer moved to pursue the replacement of the existing Regional Boarding Ramps with new Passenger Boarding Bridges and present the bids and any required budget

amendments to the Board for approval. Mr. Newman seconded the motion and it carried unanimously.

OLD BUSINESS:

A. Continuation of Joint Fire House Discussion: The Chairman commented that it seemed the consensus of Board was to get the City and airport staff together with the consultants to handle the discrepancies that exist, get some specific information from the DOT regarding the left-hand turn from Wright Brothers Way, have the City and airport staff visit the Charlotte Douglas Airport, and have information ready for the December Board meeting for the Board to have a picture if this is worth pursuing further or not.

Mr. Moyer thought a study should be completed on the probability for accidents with left-hand turns from Wright Brothers Way. The Chairman agreed that he would like to have as much information on this as possible. Mr. Newman stated that he believed there had been some preliminary traffic engineering analysis completed by the City's traffic engineering staff but the DOT had not done any formal analysis on this yet. Chief Burnette responded that this was correct and that until an application for improvement is made, the DOT will not render a decision. Chief Burnette also informed the Board that the City engaged Mattern & Craig, an independent traffic engineer, to do a traffic study so they have the data from both. The Director commented that the DOT may do a traffic analysis for accidents or injuries as part of the due diligence of approving traffic changes at that intersection. Chief Burnette stated that the City would have to ask that question of the DOT as part of the process.

The consensus of the Board was to move ahead and gather as much information as possible for the December Authority Board meeting.

The Chairman called for a break at 10:07 a.m.

The Board reconvened at 10:18 a.m.

NEW BUSINESS:

A. Asheville Regional Airport Authority 2010/2011 Annual Audit Report and Acceptance: Vickie Thomas advised the Board that the annual audit was performed by Martin Starnes & Associates and approved by the Local Government Commission. Mrs. Thomas introduced Chris Costner of Martin Starnes & Associates who gave a brief presentation to the Board. Mr. Costner informed the Board that an unqualified opinion was issued for the audit. Mr. Costner also stated that other opinions were issued that relate to federal awards and reported no findings or questioned costs. Mr. Costner also noted no internal control weaknesses were reported

and the firm was more than pleased with the very cooperative staff at the airport. Mr. Costner briefly reviewed the results of operations comparing total revenues vs. expenditures for 2010 and 2011 as well as net assets. Largest revenue streams and largest line items for expenditures were also reviewed. Mr. Costner also mentioned other items of note including debt service, depreciation expense, operating income, and cash flow. Mr. Costner encouraged the Board to look over the statement of cash flow as this is what keeps the organization operating and was one of the most overlooked financial statements.

Mr. Roberts inquired about the assets, specifically the \$7.8 million in land and asked if this was all of the land that was owned by the airport. Mrs. Thomas responded that this was land that the Authority has purchased since the Agreement that formed the Authority in 1980. The Director interjected that any land purchased by the Authority is still in the City's name since the Authority cannot have property titled in the Authority's name.

Mr. Moyer moved to accept the 2010/2011 Audit Report as presented by staff. Ms. Thompson seconded the motion and it carried unanimously.

B. Approval of Airline Incentives for Allegiant Air: The Director reported that Allegiant Air is the latest airline to begin service from the airport and gave a brief background of the airline. Allegiant is proposing two non-stop flights a week to Orlando-Sanford International Airport beginning November 18. The Director told the Board that he would like to offer the incentive package which includes \$150,000 for marketing, \$20,000 for start-up costs to Allegiant, \$15,000 of which is for the common-use equipment, and waive rents and fees for up to a year, which amounts to approximately \$66,000.

Mr. Gantt left the meeting at 10:30 a.m.

The Director stated that the negotiations with Allegiant for the incentives have not been finalized but that these amounts would be the maximum amounts offered and the Director is still looking to minimize the incentives.

The Chairman affirmed that the Director was seeking approval of \$150,000 and would adjust this amount as seen fit. The Director responded that the \$150,000 is pretty much committed for marketing but may not provide Allegiant with as much waived rents and fees as requested in the \$66,000 amount. The Director also advised the Board that this is budgeted in the Business Development account but will be moved to the Marketing budget.

Mr. Roberts moved to approve the airline incentives with Allegiant Airlines for the Orlando-Sanford service and authorize the Airport Director to execute the necessary documents. Mr. Moyer seconded and it carried by a 6 to 0 vote.

C. Approval of Airport Authority Funds for Sponsorship of the 2012 Southern Conference Basketball Tournament: The Director announced that the Southern Conference Basketball Tournament will be coming to Asheville in 2012. The airport has been approached by the conference Sponsorship Committee for a sponsorship. The event will be held March 2–5, 2012 at the Civic Center and UNCA campus and approximately 8,000 visitors are expected. Staff would like to offer a sponsorship but have policies and procedures as well as guidelines issued by the FAA to follow. Due to the fact that this sponsorship meets the minimum requirements of the airport's marketing plan and staff has not budgeted for this sponsorship and would need to transfer money from the cash fund balance, staff is seeking the Board's guidance on how much, if any, the Board would like to sponsor.

The Chairman asked for Tina Kinsey's opinion on this matter and Mrs. Kinsey responded that based purely on the Marketing Directive, she would have made a decision to possibly move forward with a small sponsorship. Mrs. Kinsey also noted that there are other benefits that can be derived from a sponsorship specifically corporate good community citizen and working with business leaders in the community. The Chairman recalled the time this tournament was in Asheville back in the 80's and how much of a big deal it was for the area and the impact it made locally. The Chairman talked about the benefits of the different sponsorship opportunities and stated that he would like to see the Authority sponsor between \$5,000 and \$7,500.

Mr. Newman commented that if the conference were held in Asheville for the long term, and would hopefully create direct business for the airport, it may be in the best interest of the airport to help create a successful year this time in the hopes the conference would stay for the long term. Mrs. Kinsey did not have a lot of detail around what type of air traffic would be generated as most of the visitors would more than likely drive. Mrs. Kinsey further stated that due to FAA regulations, staff's hands are somewhat tied as airport funds cannot be spent for purely economic development of the region unless the case can be made that it is for the development of air service.

Mr. Roberts remarked that in the interest of community good will, he would recommend the Authority offer a sponsorship of \$5,000 and Mr. Moyer agreed that he would support this as well. Mr. Piccirillo thought \$10,000 would be an appropriate level of sponsorship. Mr. Newman and Ms. Thompson each stated that they could support a \$5,000 sponsorship.

Mr. Moyer moved to approve a \$5,000 sponsorship of the 2012 Southern Conference Basketball Championship, authorize the Airport Director to execute the necessary paperwork, and amend the FY11/12 budget by adopting the following budget ordinance amendment. Mr. Roberts seconded the motion and it carried by a 5 to 1 vote with Mr. Piccirillo voting against.

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Marketing Department	_____	\$5,000
Totals	<u> \$0</u>	<u> \$5,000</u>

This will result in a net increase of \$5,000 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from ARAA Cash/Investments	_____	\$5,000
Totals	<u> \$0</u>	<u> \$5,000</u>

Section 2. Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 14th day of October, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer

DIRECTOR'S REPORT:

The Director advised the Board that he had a few items to report that were not on the agenda.

A. Update on Runway Reconstruction Project: The Director reminded the Board that the consensus of the Board was to move forward with the construction of a parallel taxiway on the west side and reconstruct the runway 75' to the west. A Letter of Intent (LOI) Application was submitted to the FAA in February 2011 with an expected response from the FAA by November 1, 2011. The Director informed the Board that he had received verbal notification that the LOI will be denied but the FAA will fund whichever alternative is selected under a "pay as you go" plan. This funding commitment is a little more secure and the project would be done in a shorter timeframe vs. six or eight years as staff proposed in the LOI application in an attempt to help defer the costs for the FAA. The Director and Deputy Director met with FAA officials and they are willing to fund 95% of a \$12 to \$14 million rehabilitation of the runway, however this does not correct the two safety deficiencies that the airport has. After discussing this option with the FAA, staff has been asked to perform some additional due diligence and cost benefit analysis on the parallel taxiway and runway reconstruction option and submit to the FAA by the beginning of November. The FAA will then make a determination in early 2012. The FAA has suggested using current taxiway alpha as a temporary runway while the runway is reconstructed further to the west. The taxiway is not configured to be used as a runway so there would be a substantial cost for it to be modified. The commercial aircraft ramp would be out of service so the FAA would be willing to fund a ramp on the west side that would be a staging area for the aircraft, a roadway would be built from the commercial terminal to this ramp and passengers would be bused to/from the terminal. Staff is working with RS&H to examine those alternatives and is expecting those costs to be equal to if not greater than actually building the parallel taxiway and moving the runway. The FAA's concern is building a taxiway on the west side for roughly \$20 million when there is no development there. The FAA is willing to fund development of a taxiway in portions as development occurs but not all at once. The Director also advised the Board that if the Authority moves forward with this plan, the FAA will give a commitment as a pay as you go plan whereby they reimburse the Authority for expenses incurred.

Mr. Newman asked if there would be several scenarios of how the project will be done if the runway rehabilitation is the option that is chosen. The Director responded that this was correct. Most of the work would be done at night with some impact to the airlines, however staff recommendation would be that the final overlay of the pavement would be a week-long project during the day whereby the airport would be shut down.

This would be two to three years out from now so there is enough notice to have the community and airlines involved. The Director recapped by stating staff is still moving forward, there is a commitment by the FAA to fund a rehabilitation of the runway in its current place, but staff is still pushing for the larger project.

B. Board Travel for Conference Schedule: A schedule of conferences was available for the Board members at their seats and the Director recommended several conferences that would be of benefit to the Board members. The Director requested the Board members review the information and report back in December if interested in attending any conferences as staff will begin the budget process in January. The Chairman mentioned that he was seriously considering attending the AAAE Aviation Issues Conference in Hawaii in January as he felt it was the most comprehensive and helpful of all the conferences he has attended.

C. FAA Grant: The Director advised the Board that the city and county approved acceptance of the \$1.6 million grant which includes the fire truck purchase, fire house design and master plan study.

D. TSA Award: TSA in Asheville was awarded Airport of the Year for Category II airports in Area 3 which consists of Georgia, South Carolina, North Carolina, Virginia and Washington, DC. They will compete for the national award in November.

E. TSA Screening: TSA is rolling out a screening program that will allow passengers to leave their shoes on. They are testing markets in four airports, Miami, Atlanta, Detroit and Dallas. Only certain passengers are allowed to participate and are mostly frequent flyers. If it is successful, the TSA will roll out this screening program nationwide.

F. Airline Outlook: The airlines are looking at the economy and forecasting their business. United has stated they will remain flat for 2012, Delta plans some cuts, American just announced 3% reduction in flight schedules for next year. The economy has not rebounded so the industry will be seeing cuts in capacity.

G. Sponsorship: The airport is sponsoring a small conference in Asheville November 7-9. Sabre Airline Solutions is offering air service development round-table sessions in Sacramento, CA with Alaskan Airlines, Newport News, VA with Frontier Airlines, and here in Asheville with Allegiant Airlines. It's a comprehensive day and a half meeting with the airlines, finding out how they do business, how they attract new service, what they look for from airports. There are about 20 airports that have been invited to each session and the airport will sponsor a dinner one evening.

H. Runway Rejuvenation Project: The Director informed the Board that as part of the runway rejuvenation project this past summer, Ms. Amy Burritt in the Marketing Department did a blog on the website which compared the rejuvenation project to a day at the spa at Grove Park Inn. The Board members were shown before and after pictures of the runway.

INFORMATION SECTION: No comments

AUTHORITY MEMBERS' REPORTS:

A. Discussion of Method for Airport Director Performance Evaluation: The Director reminded the Board that at a previous Board meeting Mr. Gantt had asked about using the 360° evaluation as a tool for the Director's next performance evaluation. The Director spoke to the consultant and the cost will be \$350 for 14 participants which will include the Board Members, three direct reports, three peers and the Director himself. The evaluation is done on-line and takes about 30 minutes and when completed, a comprehensive report is compiled.

Mr. Piccirillo and Ms. Thompson both stated that their companies utilize this evaluation and find it very comprehensive and a good development tool. The consensus of the Board was to use the 360° evaluation as a supplement to the performance evaluation.

B. Pending Legislation: The Chairman spoke about the legislation pending in the General Assembly and the conversations he has had with city council members. The Chairman summarized the concerns the city council members voiced regarding the pending legislation and identified them as (1) the requirement that the City transfer the title of the real estate to the airport, (2) the provision of eliminating public officials from the Authority Board, and (3) the change in the makeup of the Authority Board from 3 City of Asheville, 3 from Buncombe County and 1 appointed by the 6 to 2 City of Asheville, 2 Buncombe County, 2 Henderson County and the 7th appointed by those 6. The Chairman also stated that he had informed the city council members that he would convey their concerns to the legislative representatives with whom he had contact but that his impression up to that point was that the Authority Board would have no problem on the title piece but that the public official and certainly the make-up of the Board concerns were not going to change in the legislature from his understanding. The Chairman spoke with Mr. McGrady recently and got very much the same impression from him. The Chairman noted that he shared this information with the Board to keep

everyone apprised and also stated that it was critical to the Authority that this legislation passes.

Mr. Roberts inquired about the timeline and the Chairman responded that he did not know, but was certainly not this year and was hopeful it would be in 2012. The Director stated that he had been told it would be May when the Senate would go back in session and deal with it. The Director also informed the Board that he had a conversation with Senator Apodaca and would like to meet with Senators Apodaca and Nesbitt together to explain the airport's side of this and answer any questions they have. Senator Apodaca is open to that but has not had a conversation with Senator Nesbitt yet but does not see this as being a problem. The Director believed this meeting would happen early in 2012. Senator Apodaca is the one that held the bill in committee out of respect for Senator Nesbitt since it crossed over at such a late time in the session that he felt it was not fair to Senator Nesbitt to vote on something without having full information.

Mr. Newman thanked the Chairman and the Director for the update and reiterated that the title to the property is a substantive issue as it could set precedent for the government taking other real estate owned by the City. Mr. Newman also felt from the City's viewpoint that the elected officials piece was the second major concern with the legislation.

PUBLIC AND TENANTS' COMMENTS: None

CLOSED SESSION: At 11:10 a.m. Mr. Piccirillo moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3) and (4) of the General Statutes of North Carolina, to consult with legal counsel in order to preserve the attorney-client privilege and to discuss matters relating to the location and/or expansion of industries or other businesses in the area served by the Asheville Regional Airport Authority, including agreement on a tentative list of economic development incentives that may be offered by the Asheville Regional Airport Authority in negotiations. Ms. Thompson seconded the motion and it carried unanimously.

Open Session resumed at 11:37 a.m.

APPROVAL OF ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 12, 2011 CLOSED SESSION MINUTES: Mr. Moyer moved to approve the Asheville Regional Airport Authority August 12, 2011 Closed Session Minutes. Mr. Roberts seconded the motion and it carried by a 6 to 0 vote.

CALL FOR NEXT MEETING:

The Chairman advised the Board that the November 18, 2011 Authority Board meeting would not be necessary at this time. The next regular meeting of the Authority Board will be on Friday, December 9, 2011 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

ADJOURNMENT: Ms. Thompson moved to adjourn the meeting at 11:38 a.m. Mr. Newman seconded the motion and it carried unanimously.

Respectfully submitted,

Jeffrey A. Piccirillo
Secretary-Treasurer

Approved:

David R. Hillier
Chairman



MEMORANDUM

TO: Members of the Airport Authority

FROM: D. David Nantz, Director of Operations

DATE: December 9, 2011

ITEM DESCRIPTION – Consent Agenda Item C

Ratify Award to Purchase a John Deere 7130 Cab Tractor with 30' Alamo Maverick Boom Mower Attachments (Without Bidding)

BACKGROUND

The airport uses this type of equipment to maintain steep banks, roadways, security fence lines, Federal Aviation Administration Instrument System Approach Zones, etc. to greatly reduce the costly removal of trees and bushes on the property. We researched over the past few years replacing our current 15' Rhino Boom Arm Mower due to its poor condition, parts availability, and need to reach greater distances to clear and maintain our airfield. In preparing paperwork during the past few months and bringing this item to the Board for consideration, John Deere notified us in November that they will have a large price increase of 15 to 20% in the new GSA contract; therefore, the Airport Director made the decision to proceed without incurring the additional cost. The Airport received an estimated savings of about \$22,994.25 (28%) for the tractor, and about \$5,393.00 (5%) for the Boom Arm Attachments over retail pricing through GSA. The total retail cost would be approximately \$185,277.29 (without tax).

ISSUES

Staff requests purchase of this unit without bidding, in accordance with Section 143-129(9 & 9a) of the General Statutes of North Carolina, purchasing from the John Deere Company, as they are extending the GSA contract pricing to the Asheville Regional Airport (Contract NC GSA Ag NC GSA 3). A total of \$165,000.00 is budgeted for the purchase of this John Deere 7130 Cab Tractor with 30' Alamo Maverick Boom Mower and other Alamo Boom Arm Attachments.



ALTERNATIVES

Staff can contract this work as needed; however, owning this equipment is more cost effective.

FISCAL IMPACT

This is a budgeted item for the current fiscal year. The purchase price for the equipment is \$156,890.04 (without tax) which is \$8,109.96 under budget.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) Ratify the award to purchase this equipment for the quoted purchase price including tax of \$167,452.37, and (2) authorize the Airport Director to execute the necessary documents.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: December 9, 2011

ITEM DESCRIPTION – Consent Agenda Item D

Approval of the Revised Records Retention and Disposition Schedule

BACKGROUND

The Board approved the current Records Retention and Disposition Schedule (Schedule) at the June 10, 2011 Board Meeting. Subsequent to that approval, the State has made a few changes and is asking the Authority to adopt the attached revised Schedule. In addition, the Department of Cultural Resources (DCR) is working with staff to create an airport specific Schedule that will be used as the model for all airports within the State. It is anticipated to take approximately 1 year for the final Schedule to be completed. The approved Schedule is the primary way DCR, within the guidelines of the General Statutes of North Carolina, Chapter 132, gives its consent to destroy any record. This revised Schedule must be approved to support the Authority's Retention and Disposition of Public Records Policy, Section 106.00 of the Authority's Administration Policies and Procedures.

ISSUES

Without approval of this Schedule, the Authority would be obligated to obtain DCR's permission to destroy any record, no matter how insignificant.

ALTERNATIVES

None



FISCAL IMPACT

Cost of Authority's and employees' time and loss in work production in obtaining DCR's approval for each record that would need to be destroyed, if an approved Schedule is not on file with DCR.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the attached revised Schedule; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

RECORDS RETENTION AND DISPOSITION SCHEDULE

ASHEVILLE REGIONAL AIRPORT AUTHORITY



Issued By:



NORTH CAROLINA
DEPARTMENT OF
**CULTURAL
RESOURCES**
WWW.NCOCULTURE.COM

North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
Archives and Records Section
Government Records Branch

2011

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ASHEVILLE REGIONAL AIRPORT AUTHORITY Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *“administrative/reference value ends.”* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction *“destroy when administrative/reference value ends.”* If an airport authority does not establish internal policies and retention periods, the airport authority is not complying with the provisions of this retention schedule and is not authorized by Cultural Resources to destroy the records with the disposition instruction *“destroy when administrative/reference value ends.”*

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Airport Director

David Brook, Director
Division of Historical Resources

APPROVED

Chairman of the Board

Linda A. Carlisle, Secretary
Department of Cultural Resources

2011

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). This schedule is the primary way DCR gives its consent. Without approving this schedule, the airport authority is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative/reference value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization."
- ✓ E-mail is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the records were created. E-mail should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific e-mails and retain them according to the disposition instructions.
- ✓ The Department of Cultural Resources recommends that all airport authority employees and officials take our online tutorials in order to familiarize themselves with records management principals and practices. DCR's online tutorials include topics such as records management, utilizing the retention schedule, e-mail management, and scanning guidelines.
- ✓ The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions of public agencies. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the analyst assigned to your airport authority for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. *What is this “records retention and disposition schedule”?*

- A.** This document is a tool for the employees of airport authorities across the state to use when managing the records in their offices. It lists records commonly found in airport authority offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between the airport authority and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get it approved?*

- A.** This schedule must be approved by the governing board of the airport. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. *Do I have to have all of the records listed on this schedule?*

- A.** No. This is not a list of records you must have in your office.
-

Q. *What is the definition of “administrative value”?*

- A.** Administrative value is defined as, “the usefulness of records to support ancillary operations and the routine management of an organization.” Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen “administrative value” as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)
-

Q. *Do the standards correspond to the organizational structure of my airport authority?*

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your airport authority, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your airport.
-

Q. *I can’t find some of my records on this schedule.*

- A.** Contact the Records Management Analyst assigned to your airport authority. We will work with you to amend this records schedule to include records so that you may destroy them appropriately.
-

Q. *What are public records?*

- A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Can anyone see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

“Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Do I have to make copies of drafts available to the public that haven't been approved?

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever. Permanent records must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. What is historical value?

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your airport authority for further assistance.

Q. I don't have any records.

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be retained or destroyed in accordance with the provisions of the appropriate records schedule.

Q. May I store our unused records in the basement (attic, outdoor shed)?

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all of our old records at the State Archives?*

- A.** Probably not. The State Archives collects only very specific types of records from airport authority offices. Contact the analyst assigned to your airport authority for more information about which records are held or can be transferred to the State Archives for permanent preservation.

Q. *I have found some really old records. What should I do with them?*

- A.** Call the analyst assigned to your airport authority. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your airport authority. Permanent records must be kept either in your offices or at the State Archives.

Q. *Whom can I call with questions?*

- A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

DRAFT

AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 6, page 17.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the airport authority should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. *When can I destroy records?*

- A. Each record series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question below, “*How should I deal with my permanent records?*”)
-

Q. *How do I destroy records?*

- A. After the airport authority has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- a) burned, unless prohibited by local ordinance;
 - b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
 - c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - d) buried under such conditions that the record nature of the documents or materials will be terminated;
 - e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
- N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. *How can I destroy records if they are not listed on this schedule?*

- A. Contact the Records Management Analyst assigned to your airport authority. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. *I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?*

- A. At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
-

Q. *Do I have to tell anyone about the destruction?*

- A. We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.
-

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to the airport authority. Permanent records must be kept either in your offices or at the State Archives.

**ELECTRONIC RECORDS:
E-MAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING**

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. ***It is inappropriate to destroy e-mail simply because storage limits have been reached.***

Our publications will be particularly helpful in managing your e-mail (available online at <http://www.records.ncdcr.gov/>):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
 - *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
 - *Online Tutorial: Managing Public Records for Local Government Agencies*
 - *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*
-

Q. Do I have to print my e-mail to file it?

- A.** As long as the e-mail is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format. Permanent records should be printed and kept in human readable form.
-

Q. I use my personal e-mail account for work. No one can see my personal e-mail.

- A.** The best practice is to avoid using personal resources, including private e-mail accounts, for public business. G.S. §132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.
-

Q. We have an imaging system. Do we have to keep the paper?

- A.** You may scan any record, including permanent records. You will need to get approval from our agency in order to destroy paper originals that have been digitized. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record

whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format, and therefore you may be approved to destroy hard copy originals after proper imaging. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. Computer storage is cheap. I'll just keep my computer records.

A. The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. For Further Guidance regarding the creation and handling of electronic public records.

A. The following documents are available on the Government Records Branch Website (<http://www.records.ncdcr.gov/>):

- Best Practices for File Naming
- Guidelines for Digital Imaging Systems
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files
- Best Practices for Social Media Usage in North Carolina

MICROFILM

Q. *Why do you still use microfilm?*

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It outlines details the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. *What film services do you provide?*

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions of public agencies. Once those records are filmed, we will store the silver original in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your airport authority for the most current information.

Q. *How do I get my minutes filmed?*

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the “*Certification of the Preparation of Minutes for Microfilming*” form (available online at <http://www.records.ncdcr.gov/imaging.htm#minutes>) with each shipment. For more detailed instructions, contact the analyst assigned to your airport authority.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your airport authority to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. *What if I need my books while they’re being filmed?*

A. Just call the Raleigh Office at (919) 807-7350, and ask for the analyst in charge of minutes.

Q. *Can I e-mail you my minutes?*

A. Not at this time. We require originals or photocopies of the approved minutes, complete with signatures.

Q. *I have some old minutes that aren’t signed. Can they still be filmed?*

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. *What if my books are destroyed after they have been filmed?*

A. Call the analyst assigned to your airport authority, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. *What should I do in case of fire or flood?*

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. *What help do you give in case of an emergency?*

- A.** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. *What can I do to prepare for an emergency?*

- A.** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your airport authority.
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STAFF TRAINING

Q. *What types of workshops or training do you offer?*

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your records management analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
 - **Evaluating Filing Systems** – how to evaluate and improve paper or electronic filing systems;
 - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
 - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
 - **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.
-

Q. *Will you design a workshop especially for our office?*

- A.** Yes, we will. Let the analyst assigned to your airport authority know what type of training you need.

Q. Do we have to come to Raleigh for workshops?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. Yes. There are several online tutorials available on our website (<http://www.records.ncdcr.gov/workshops.htm>), including:

- **Managing Public Records for Local Agencies-** our basic introduction to the Public Records law and records management.
- **Managing Your Inbox: E-mail as a Public Record-** More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this workshop you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.
- **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls-** In addition to face-to-face workshops, the Government Records Branch is now offering an online tutorial combining an introduction to public records, electronic records, and handling e-mail.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine administration of airport authority offices.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
2.	AGENDA AND MEETING PACKETS FILE Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies. See also MINUTES OF PUBLIC BODIES item 38, page 7.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends. Local Policy: Destroy in office after _____.	
3.	APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records after 1 year.	
4.	APPOINTMENTS REPORTING RECORDS Includes public boards, commissions, councils and committees annual appointment reports filed with the NC Department of the Secretary of State and related records.	Destroy in office after 2 years.	G.S. § 143-157.1

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	ASSOCIATIONS AND ORGANIZATIONS FILE Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.	
6.	AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also AUDITS: FINANCIAL item 6, page 17.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
7.	AUDIO AND VIDEO RECORDING OF MEETINGS	Destroy in office after approval of official written minutes.	
8.	BEER AND WINE LICENSES Issuance and payment records.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
9.	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. May include as-built plans and related records concerning approved changes.	Retain in office for life of structure.	Comply with applicable provisions of G.S. §132-1.6 regarding the confidentiality of security records.
10.	BULLETINS	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
12.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
13.	CITIZEN COMPLAINTS AND SERVICE REQUESTS Records concerning objections, dissatisfaction or disagreements with actions or positions taken or not taken by an airport authority. May include routine requests for service or information.	Destroy in office 1 year after resolution.*	
14.	COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines and plans for future development of the airport. Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	
15.	CONFERENCES AND WORKSHOPS FILE Records concerning conferences and workshops conducted or attended by airport employees. See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 116.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<p>CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memorandum written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.</p> <p>See also Public Records with Short Term Value page x. For information on handling electronic mail, See Electronic Records and Digital Imaging section page vii.</p>	<p>a) Transfer after 3 years correspondence, including e-mail with historical value to the HISTORIES FILE item 32, page 6.</p> <p>b) Destroy in office routine administrative correspondence and memoranda when administrative value ends.</p> <p>c) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: The correspondence, including e-mail, of the airport manager and department heads have historical value and should be retained.</i></p>	
17.	<p>CUSTOMER CALL CENTER RECORDINGS Recordings made of calls to customer service centers for quality assurance and training purposes.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
18.	<p>DONATIONS AND SOLICITATIONS</p>	<p>Destroy in office after 1 year.</p>	
19.	<p>FACILITY ACCESSIBILITY FILE Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of airport authority buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, including e-mail, resolutions, and solutions to access problems.</p>	<p>Destroy in office after 5 years.*</p>	29 CFR 1602 (1992)
20.	<p>FUND DRIVE AND EVENT RECORDS Records concerning the promotion and organization of fund drives and other special events in which the agency participated.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records after 1 year.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	GOALS AND OBJECTIVES	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. 	
22.	GRANT CONTRACT APPEALS CASES	Destroy in office 10 years after final action or decision.*	
23.	GRANT PROPOSALS Proposals submitted for grants. File may include applications, correspondence, including e-mail, and other related records.	<ul style="list-style-type: none"> a) Transfer records concerning approved grants to GRANTS item 32, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends. Local Policy: Destroy in office after _____. 	
24.	GRANTS Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also GRANTS: FINANCIAL item 35, page 21.	<ul style="list-style-type: none"> a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.* b) Destroy in office yearly records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. 	
25.	HISTORIES FILE (AGENCY AND EMPLOYEES) Records concerning the history of the organization and its employees. May include published and unpublished histories, photographs, newspaper clippings, and other related records.	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete. 	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	INDEX FILE Listing of where specific information can be found.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
27.	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
28.	LITIGATION CASE FILE Legal cases in which the agency is a party.	a) Transfer to LITIGATION CASE RECORDS item 13, page 87 when reference value ends. b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.
29.	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends. Local Policy: Destroy in office after _____.	G.S. § 142-318.12 (b) 2
30.	MANAGEMENT STUDIES Internal studies by administrators and staff throughout all airport offices. File may include studies, surveys, statistical reports, memoranda, cost analysis, projections, problem solving and comparable data that examine any aspect of the agency administration.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	<p>MINUTES OF PUBLIC BODIES As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the Microfilm section on page viii for instructions on microfilming.</p>	<ul style="list-style-type: none"> a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the NC State Archives. The NC State Archives reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the NC State Archives reserves the right to designate the minutes as permanent. d) Reference copies of minutes of any public body may be destroyed when administrative value ends. No NC State Archives approval to purge is required. 	G.S. § 143-318.10
32.	<p>MINUTES (STAFF MEETINGS) Minutes of meetings including all referenced and attached documentation.</p>	<ul style="list-style-type: none"> a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____. 	G.S. § 143-318.10(c)

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	<p>NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules.</p> <p>See also AFFIDAVITS OF PUBLICATION item 1, page 84.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
34.	<p>OFFICE SECURITY RECORDS Records concerning the security of the office, its equipment, and office personnel. May include visitor's register, security and surveillance system reports and recordings.</p>	<p>a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation</p> <p>b) Destroy in office all remaining records after 1 year.</p>	Comply with applicable provisions of G.S. §132-1.6 regarding the confidentiality of security records.
35.	<p>ORGANIZATION RECORDS Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office all other copies when superseded or obsolete.</p>	
36.	<p>PARKING FILE Records concerning staff parking assignments.</p>	Destroy in office when superseded or obsolete.	
37.	<p>PETITIONS (CITIZEN) File consists of petitions signed by citizens requesting action by agency.</p>	Destroy in office after 1 year.*	
38.	<p>PLANNING AND DEVELOPMENT FILE Records concerning the formulation, planning and adoption of policies, procedures and functions of the airport and its departments.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	PRINTING REQUESTS	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
40.	PROJECTS FILE Includes project correspondence, including e-mail, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
41.	PUBLIC HEARING RECORDS Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.	
42.	PUBLIC RECORDS DISCLOSURE FILE Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
43.	PUBLICATIONS RECEIVED Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
44.	<p>RECORDS MANAGEMENT FILE Includes correspondence, including e-mail, with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.</p>	<p>a) Retain records concerning the final disposition of records permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
45.	<p>REFERENCE (READING) FILE Subject file containing informational copies of records organized by areas of interest.</p>	<p>Destroy in office when reference value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
46.	<p>REPORTS AND STUDIES (INTERNAL ADMINISTRATION) Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, semi-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.</p>	<p>a) Retain in office 1 copy of all biennial and annual reports permanently.</p> <p>b) Retain reports and studies prepared by request of an agency's governing body or a court permanently.</p> <p>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.</p> <p>d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis after 1 year .</p> <p>e) Destroy in office remaining reports and studies when administrative value ends. Local Policy: Destroy in office after _____.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
47.	<p>REQUESTS FOR PROPOSALS Proposals submitted by vendors in response to requests from departments.</p> <p>See also BIDS FOR PURCHASE item 9, page 18.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
48.	<p>REQUISITIONS FILE Requests for payment of parts and inventory items.</p>	<p>Destroy in office after 1 year.</p>	
49.	<p>RESEARCH AND STUDIES FILE (ADMINISTRATIVE) Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.</p>	
50.	<p>SURPLUS PROPERTY FILE</p>	<p>Destroy in office 3 years after disposition of property.*</p>	
51.	<p>TELEPHONE USAGE LOGS AND REPORTS</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
52.	<p>TRAVEL REQUESTS</p>	<p>Destroy in office after 1 year.*</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS

Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the airport authority.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the airport authority owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable; including supporting documentation and write-off authorization.	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-5(d)(6)(iii)

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>AUDITS: FINANCIAL Records concerning internal and external financial statements and related financial audits. Includes reports, working papers, and related records.</p> <p>See also AUDITS: PERFORMANCE item 6, page 2.</p>	<p>a) Retain reports permanently.</p> <p>b) Destroy in office working papers and remaining records 3 years after the date of the report.</p>	G.S. § 159-34
7.	<p>AUTHORIZATION FORMS Authorization to purchase materials.</p>	Destroy in office after 3 years.*	
8.	<p>BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECONCILIATIONS, AND WARRANTS.</p>	Destroy in office after 3 years.*	
9.	<p>BIDS FOR PURCHASE Records concerning quotes to supply products and services. May include advertisements, requests for proposals, tabulations, bid bonds, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.</p>	<p>a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.*</p> <p>b) Destroy in office all other successful (awarded) bid records 3 years after purchase.*</p> <p>c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*</p>	G.S. § 143 Article 8
10.	<p>BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.</p>	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	G.S. § 153A-176
11.	<p>BILLING AND CLAIMS Records used as the basis for payment of bills and claims for damages made by and against the agency.</p>	Destroy in office 3 years after settlement.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	BOND AND OTHER DEBT FINANCIAL RECORDS Includes banks statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	
13.	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after entire issuance has been satisfied.*	G.S. § 159 Article 7
14.	BONDS, NOTES AND COUPONS	Destroy in office 1 year from date of payment.	G.S. § 159-139
15.	BOND REGISTER Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S § 159-130
16.	BUDGET RESOLUTIONS AND ORDINANCES Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain official copies in the minutes of the governing board permanently. b) Destroy in office remaining copies when administrative value ends. Local Policy: Destroy in office after _____.	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15
17.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence, including e-mail, and related records.	Destroy in office after 3 years.*	G.S. § 159-10
18.	CASH RECEIPTS	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	CHECK STUBS Stubs for checks written on agency accounts.	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
20.	CHECK REGISTERS, VARIOUS FUNDS Register listing for all checks written for various funds.	a) Destroy in office computerized check registers after 1 year.* b) Destroy in office all other registers after 3 years.*	
21.	CONTRACT BUDGET AND EXPENDITURE REPORTS Reports concerning agency budget transactions.	Destroy in office after 3 years.*	
22.	COST ALLOCATION PLANS	Destroy in office after 3 years.*	
23.	CREDIT CARD USE FILE	Destroy in office after 1 year.*	
24.	DAILY CASH REPORTS Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
25.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
26.	DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS Information concerning the posting of business transactions on a daily basis.	Destroy in office after 1 year.*	
27.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
28.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
29.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS	Destroy in office when superseded or obsolete.	
30.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
31.	ESCHEAT AND UNCLAIMED PROPERTY FILE	Destroy in office after 10 years.	Comply with applicable provisions of G.S. §116B-60 and §116-73.
32.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
33.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 35, page 21.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	
34.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years. b) Destroy in office daily, monthly or quarterly transaction detail journals and ledgers after 1 year.	
35.	GRANTS: FINANCIAL Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records. See also GRANTS Item 32, page 6.	Destroy in office 5 years after submission of final report.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	<p>INSURANCE FILE Certificates of insurance and related records provided by insurance providers as proof of coverage.</p> <p>See also BILLING AND CLAIMS item 11, page 18, and GRANTS: FINANCIAL item 35, page 21.</p>	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
37.	<p>INVESTMENT RECORDS Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdrawal, notices, and other related account activity documentation.</p>	Destroy in office after 3 years.*	G.S. § 159-30
38.	INVOICES	Destroy in office after 3 years.*	
39.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
40.	LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS	Destroy in office after 3 years.*	
41.	MONTHLY BUDGET REPORTS	Destroy in office after 2 years.*	
42.	PAID CHECKS, BILLS AND VOUCHERS	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43.	<p>PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, NC-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.</p>	<p>a) Destroy in office deduction authorization forms and records when superseded or obsolete.</p> <p>b) Destroy in office remaining records after 4 years.*</p>	<p>Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.</p>
44.	<p>PAYROLL AND EARNINGS RECORDS Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.</p>	<p>a) Transfer records documenting personnel actions to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.</p> <p>c) Destroy in office all remaining records after 4 years.*</p>	<p>Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.</p> <p>FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)</p>
45.	<p>POPULAR ANNUAL FINANCE REPORT</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
46.	<p>PURCHASE ORDERS Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services.</p> <p>See also GRANTS: FINANCIAL item 35, page 21.</p>	<p>a) Destroy capital improvement purchase orders 6 years after completion or termination of project.*</p> <p>b) Destroy in office all other purchase orders after 3 years.*</p> <p><i>Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i></p>	
47.	<p>PURCHASING REPORTS AND LOGS Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.</p>	Destroy in office after 1 year.*	
48.	<p>RECIPIENT CHECK AND CANCELLATION REGISTERS</p>	Destroy in office after 3 years.*	
49.	<p>TELEPHONE LOGS (BILLINGS) Log used to record telephone calls, charges, and costs.</p>	Destroy in office after 1 year.*	
50.	<p>TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records concerning the work hours and attendance of employees.</p>	<p>a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.</p> <p>b) Destroy in office all remaining records after 5 years.*</p>	<p>29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4</p>
51.	<p>TRAVEL REIMBURSEMENTS Includes authorizations and requests for reimbursement for travel and related expenses.</p> <p>See also GRANTS: FINANCIAL item 35, page 21.</p>	Destroy in office after 3 years.*	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
52.	VENDOR FILE Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence, including e-mail, and related records.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
53.	VOUCHER REGISTERS FILE	Destroy in office after 3 years.*	
54.	VOUCHERS	Destroy in office after 3 years.*	
55.	WITHHOLDING TAX FILE Records concerning individual employee's income taxes. May include wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes. May also include IRS form 941 and other records of agency tax liabilities to the IRS and NC Department of Revenue.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-3. EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS

Records received and created by airport authority emergency services, public safety, and airport law enforcement agencies necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABANDONED MOTOR VEHICLES (AMV) FILE Records concerning abandoned motor vehicles towed. Includes releases, sales and notifications.	Destroy in office after 3 years.	
2.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional law enforcement agencies' accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
3.	ACTIVITY REPORTS Reports of activities of officers on each shift or special detail worked. Includes lists of information on occurrence of all criminal activity, complaints and arrests, traffic violations and accidents, rescue service calls, hours worked, miles traveled, location of call, type of call, time of call, papers served, and other related information. (This information is normally collected by the day and month for statistical reporting.)	Follow disposition instructions for REPORTS AND STUDIES (INTERNAL ADMINISTRATION) item 54, page 10.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>ALARM CALL REPORTS Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. May include forms completed by businesses naming emergency contacts, location of safe, and other related information.</p>	<p>a) Destroy in office when administrative value ends if records are not made part of a case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow applicable disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
5.	<p>AMBULANCE CALL RECORDS Records concerning emergency calls accompanied by law enforcement personnel.</p>	Destroy in office after 5 years.	
6.	<p>ARREST PROCESSING: DWI TRACKING RECORDS Records used to track a defendant's time and activities while in arrest processing. May include time of arrival, time to and from each workstation, time to and from the magistrate's office, time allowed to use the telephone, and notes documenting any unusual and/or violent behavior.</p>	Destroy in office 2 years after date of arrest.	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
7.	<p>ARREST PROCESSING: TRACKING RECORDS Records used to track a defendant's time and activities while in arrest processing. May include time of arrival and time to and from each workstation, time to and from the magistrate's office, time allowed to use the telephone, and notes documenting any unusual and/or violent behavior.</p>	Destroy in office 1 year after date of arrest.	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>ARREST REPORTS Reports concerning arrests made by officers. May include complete name, alias or nickname of person arrested, residence, sex, age, date of birth, physical description, offense committed, car make, license number, occupation, telephone numbers, names of witnesses, name of arresting officer(s), and other related information.</p>	<p>a) Destroy in office 5 years from date of last arrest if report is not made part of a case file.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
9.	<p>AUCTION RECORDS Records concerning abandoned and unclaimed articles and found property sold at public auction. May include auction receipts of monies received for items sold.</p>	Destroy in office after 3 years.*	
10.	<p>AUTOMOBILES AND PROPERTY IN STORAGE: SALES AND REPORTS RECORDS Records detailing the sale of automobiles and property confiscated by law enforcement personnel.</p>	Destroy in office 1 year after sale or other disposition of property.	
11.	<p>BASIC TRAINING SCHOOLS Police academy basic course records used to verify course content and hours of topical coverage when needed for court purposes. Includes curriculum and course schedules, instructor listings, trainee rosters, attendance data, and exam grades.</p>	Destroy in office after 20 years.*	
12.	<p>BICYCLE REGISTRATION</p>	Destroy in office after 1 year.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p>BREATHALYZER RECORDS File includes preventative maintenance records, lists of qualified operators, and other records related to breathalyzers used by the agency.</p>	Destroy in office after 3 years.	
14.	<p>CASE HISTORY FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, including e-mail, officer's notes, laboratory tests, court dispositions, and other related records.</p> <p>See also ELECTRONIC RECORDINGS OF INTERROGATIONS (HOMICIDE) item 42, page 66.</p>	<p>a) Destroy in office records concerning solved cases after 20 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.</p> <p>b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>CASE HISTORY FILE: MISDEMEANORS Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, including e-mail, officer's notes, laboratory tests, court dispositions, and other related records.</p>	<p>a) Destroy in office records concerning solved malicious misdemeanor cases after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.</p> <p>b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a).</p> <p>c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
16.	<p>CASE HISTORY FILE: CASES NOT OFFICIALLY INVESTIGATED Records related to complaints not officially investigated.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
17.	<p>CHEMICAL ANALYSIS RECORDS Records and reports generated when individuals suspected of being under the influence of illegal drugs or alcohol are chemically tested.</p>	<p>a) Destroy in office when administrative value ends if records are not made part of a case file.</p> <p>b) If records are made part of a case file follow applicable disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>CITIZEN COMPLAINTS/ADMINISTRATIVE INVESTIGATION RECORDS Citizen complaints against employees of the department. May include administrative investigation reports initiated within the airport authority law enforcement office.</p> <p>See also INTERNAL AFFAIRS CASE RECORDS item 74, page 72.</p>	Destroy in office 1 year after resolution.*	
19.	<p>COMMENDATION LETTERS Letters received commending law enforcement officers for outstanding performance.</p>	Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.	
20.	<p>COMMUNICATIONS RECORDS Tapes, printouts, and logs of telephone, radio, dispatch, 911 emergency calls, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. May include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.</p>	a) Destroy in office after 30 days if records are not made part of a case file.* b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records, and G.S. §132-1.5.
21.	<p>COMMUNICATIONS RECORDS (REQUESTS AND RECEIPTS)</p>	Destroy in office after 1 year if inquiry is closed.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<p>COMPLAINTS FILE Records concerning complaints to which a unit responded. May include logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information.</p>	<p>a) Destroy in office when administrative value ends if records are not made part of a case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow applicable disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
23.	<p>COMPOSITE INTERVIEWS Summaries of interviews used to determine the physical description of suspects. May include race, sex, build, weight, eye and hair color, skin tone, weapon description, and other related information.</p>	<p>a) Destroy in office when administrative value ends if not made part of case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
24.	<p>CONFIDENTIAL FUNDS FILE Records concerning the use of confidential funds for vice/narcotics and special investigations.</p>	Destroy in office after 3 years. *	
25.	<p>CRIME ANALYSIS RECORDS Records used to anticipate, prevent, or monitor possible criminal activity. May include crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols.</p>	<p>a) Destroy in office when administrative value ends if not made part of case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<p>CRIME PREVENTION RECORDS Records concerning airport authority law enforcement office and community meetings and other functions which seek to prevent or monitor possible criminal activity. May include meeting schedules and agendas and other related records.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.</p>	
27.	<p>CRIMINAL HISTORY RECORDS Records concerning the arrest history of individuals. May include summary sheets or cards, arrest reports, mug shots, fingerprint cards, and other related records.</p>	<p>a) Destroy in office when administrative value ends if not made part of case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
28.	<p>DAILY BULLETINS Daily bulletins used to provide officers with information concerning stolen vehicles, missing persons, new warrants, wanted persons, and any other specific complaint or incident. May include "be on the lookout" records and forms.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
29.	<p>DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics.</p>	Destroy in office 1 year after period covered by audit.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<p>DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.</p>	Destroy in office after 1 year.*	
31.	<p>DNA SAMPLING RECORDS Records documenting the collection of DNA samples from persons for qualifying offenses. Samples are forwarded to the N.C. State Bureau of Investigation. May include copies of judgments.</p>	<p>a. Destroy in office 1 year from date sample was obtained if not made part of a case file.</p> <p>b. If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
32.	<p>DOMESTIC VIOLENCE: ACTIVITY REPORTS Report concerning statistical information relating to the Domestic Violence Unit including orders served, miles driven, hours worked and arrests made.</p>	Follow disposition instructions for REPORTS AND STUDIES (INTERNAL ADMINISTRATION) item 54, page 10.	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
33.	<p>DOMESTIC VIOLENCE CASE FILES: CLOSED (COPIES) Copies of court restraining orders related to domestic violence cases.</p>	<p>Destroy in office when administrative value ends.*</p> <p>Local Policy: Destroy in office after _____.</p>	
34.	<p>DOMESTIC VIOLENCE RECORDS Restraining orders and related records.</p>	<p>a) Destroy in office after expiration of order if not made part of a case file.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	DRIVER'S LICENSE REVOCATIONS FILE	Destroy in office after 1 year.	
36.	DRIVING WHILE IMPAIRED (DWI) REPORTS FILE Reports used for persons arrested for driving while impaired. May include breathalyzer analysis reports.	a) Transfer original records to county clerk of superior court's office. b) Destroy in office reference copies when administrative value ends if not made part of a case file. Local Policy: Destroy in office after _____. c) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
37.	DWI KNOLL MOTIONS Copies of motions to suppress evidence and related documentation.	Destroy in office 3 years from date motion was filed.	G.S. § 20-38.6
38.	ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)	Destroy in office electronic or video recordings of homicide interrogations of convicted defendants 1 year after the completion of all State and Federal appeals of the conviction.	G.S. § 15A-211
39.	EMERGENCY ACTION RECORDS Response plans and procedures to be taken in the event of a fire, disaster, bomb threat, or other emergency. May include records documenting emergency drills.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of security records.
40.	EQUIPMENT INVENTORY AND ISSUANCE RECORDS Inventories of equipment issued to all law enforcement personnel.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
41.	<p>EXPUNCTIONS Records concerning the expunction of a convicted individual's records. May include petitions, affidavits, and other related records.</p>	<p>Transfer Final Disposition Report to the State Bureau of Investigation once all records relating to the case are expunged.</p> <p><i>Retention Note: If the petition is approved all records relating to that case are to be destroyed in accordance with the court order.</i></p>	<p>Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.</p> <p>G.S. §15A-145 G.S. §15A-146 G.S. §90-96 G.S §90-113-14</p>
42.	<p>FALSE ALARM REPORTS AND VIOLATIONS</p>	<p>a) Destroy in office after 1 year if not made part of a case file.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
43.	<p>FEDERAL FIREARMS NOTIFICATION RECORDS Copies of records and forms provided by individuals that apply for certain federal firearm licenses.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	18 USC 923(d)(1)(f)(iii)
44.	<p>FEDERAL FORFEITURE RECORDS Records concerning funds received from seized assets and records concerning expenditures made with federal forfeiture funds.</p>	<p>Destroy in office after 3 years.*</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<p>FIELD OBSERVATION REPORTS Reports concerning field observations of suspicious persons or vehicles. May include subject's name, address, and physical description; date, time, and location of occurrence, reason for stop, name of officer conducting interview, and other related information.</p>	<p>a) Destroy in office when administrative value ends if not made part of case file. Local Policy: Destroy in office after _____.</p> <p>b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	<p>Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.</p>
46.	<p>FINGERPRINT CARDS Numerically index or similar record used to verify a subject's identity. May include fingerprints and all necessary information required to identify an individual. Fingerprint cards are often part of a case or criminal history file.</p>	<p>a) Transfer original copy of fingerprint records to State Bureau of Investigation in accordance with G.S. §15A-502.</p> <p>b) Destroy in office duplicate records after 3 years.</p>	<p>Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.</p> <p>G.S. §15A-502</p>
47.	<p>FINGERPRINT CARDS (LATENT) Latent finger and palm prints which were found at the scene of a crime without identification of suspects.</p>	<p>a) Transfer original copy of fingerprint records to State Bureau of Investigation in accordance with G.S. §15A-502</p> <p>b) Destroy in office duplicate records after 3 years.</p>	<p>Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.</p> <p>G.S. §15A-502</p>
48.	<p>FIREARMS RANGE FILE Records concerning ranges approved for use and utilized by other law enforcement agencies. Includes letters of request, responses, and waiver forms executed by members of requesting agencies.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	FIREARMS TRAINING RECORDS Documentation of results of firearms qualifications (scores) attained by each sworn member of the department during annual training with firearms for which qualification is required.	Destroy in office after 3 years.*	
50.	FORCIBLE ENTRY REPORTS Reports concerning forcible entries made by law enforcement personnel.	Destroy in office after 1 year.	
51.	FUGITIVE WARRANTS CASE RECORDS Records concerning fugitive warrant sent to a department from another jurisdiction requesting assistance in finding an individual. May include fugitive profile and warrant.	Destroy in office 1 year after case is closed.	
52.	HANDGUN PERMITS Applications filed for handguns and concealed handguns. May include lists of permit holders, records of background checks, and other related documentation.	<ul style="list-style-type: none"> a) Destroy in office all approved applications 5 years after the date of last renewal. b) Destroy in office criminal histories and related records concerning approved applications when permit is issued. c) Destroy in office denied applications and related records 5 years from date of denial, or resolution of petition filed with district court. 	G.S. §14-415
53.	HOUSE AND SPECIAL CHECK REQUESTS Requests for patrols to inspect vacant property.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
54.	<p>IDENTIFICATION PHOTOGRAPHS Photographs (mug-shots) and negatives of persons arrested in association with formal investigations. May include driver's license photos.</p>	<p>a) Destroy in office after 3 years if not made part of a case file.</p> <p>b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.
55.	<p>INCIDENT/OFFENSE REPORTS Reports completed by officers responding to incidents. May include victim, suspect and witness information, damaged and stolen property reports, statement sheets, Miranda waiver forms, and other related records.</p>	<p>a) Destroy in office records not made part of a case file when administrative value ends. Local Policy: Destroy in office after _____.</p> <p>b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
56.	<p>INFORMANT RECORDS Records concerning informants. May include correspondence, including e-mail, payment records, and other related records.</p>	<p>a) Destroy in office records not made part of a case file when administrative value ends. Local Policy: Destroy in office after _____.</p> <p>b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	<p>INTERNAL AFFAIRS CASE RECORDS Records concerning internal investigations of alleged officer misconduct. May include complaints, investigation reports, and other related records.</p>	<p>a) Transfer records concerning substantiated cases as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office records concerning unsubstantiated cases when administrative value ends. Local Policy: Destroy in office after _____.</p>	
58.	<p>JUVENILE CASE HISTORY FILES Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, fingerprint cards, photographs, correspondence, including e-mail, with municipal, county or state juvenile services, and other related records.</p>	<p>a) Destroy in office when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult.</p> <p>b) Destroy in office records related to all other cases when juvenile reaches 18 years of age.</p>	Comply with applicable provisions of G.S. §7B Juvenile Code regarding confidentiality of records.
59.	<p>MASTER INDEX FILE Alphabetical or numerical indexes containing information on each individual having contact with the airport authority law enforcement office either as a witness, complainant, victim, or arrested person. May include indexes used to locate cases or any other record used or created by the department.</p>	Destroy in office when superseded or obsolete.	
60.	<p>MOBILE UNIT VIDEO RECORDINGS Tapes and digital recordings generated by mobile audio and video recording equipment installed in patrol vehicles.</p>	<p>a) Destroy in office after 30 days if not made part of a case file.</p> <p>b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
61.	MULTIPLE FIREARMS SALES REPORTS Reports received from dealers reporting the sale of multiple firearms.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
62.	MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS Records submitted to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed	Destroy in office after 1 year.	
63.	MUTUAL AID AGREEMENT RECORDS Records concerning officers who work with other agencies and vice versa. May include mutual aid agreements and supporting documentation.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
64.	OBSERVATION REPORTS Reports filed by field training officers who observe trainees.	Follow disposition instructions for EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 101.	
65.	ORDINANCE VIOLATIONS Citations issued for violations of municipal, county, or airport authority ordinances.	Destroy in office after 3 years.*	
66.	PARKING METER RECORDS Records concerning cost, locations, installation and maintenance of agency parking meters.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____..	
67.	PARKING METER COLLECTION RECORDS Records of funds collected from agency parking meters.	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
68.	PAWNSHOP CARDS Pawnshop cards and property records submitted to the airport authority law enforcement office.	a) Destroy in office after 1 year if not made part of a case file. b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
69.	PEER COUNSELING (LAW ENFORCEMENT) Monthly report statistics, background information and lesson plans.	Destroy in office after 5 years.	
70.	PERMISSION TO SEARCH RECORDS Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation.	a) Destroy in office when administrative value ends if not made part of a case file. Local Policy: Destroy in office after _____. b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
71.	PERSONAL HISTORIES OF KNOWN OR SUSPECTED LAW BREAKERS Records collected concerning an identifiable person or group of persons in an effort to anticipate, prevent or monitor criminal activity. May include witnesses' statements, laboratory tests, surveillance, reports, investigators' or confidential informants' statements, photographs, vital statistics, and other related records.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
72.	<p>PERSONNEL INSPECTION REPORTS Inspection reports concerning individual officer's physical appearance and condition of uniform and weapons.</p> <p>See also EMPLOYEE PERFORMANCE REVIEW FILE item 25, page 96.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
73.	<p>PHYSICAL FORCE RECORDS Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.</p>	<p>Destroy in office after 3 years.*</p>	
74.	<p>POLYGRAPH AND DRUG SCREENING PROGRAM Records concerning polygraph and drug screening program. Includes study, recommendations, and related material.</p>	<p>Destroy in office when administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
75.	<p>PRISONER/MENTAL PATIENT DELIVERY RECORD Verification forms completed by receiving party of prisoner/mental patient.</p>	<p>Destroy in office after 1 year.</p>	
76.	<p>PROPERTY RECORDS: CONFISCATED Itemized lists of all property confiscated by the law enforcement agency pursuant to law.</p>	<p>Destroy in office 1 year after disposition of property.</p>	
77.	<p>PROPERTY RECORDS: EVIDENCE Records used to control and track evidence. May include descriptions of property, physical evidence examination requests, and records documenting final disposition of property.</p>	<p>Destroy in office 1 year after disposition of property.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
78.	PROPERTY RECORDS: STOLEN/RECOVERED Records concerning the recovery of stolen property. May include descriptions of property and its value, serial numbers, and other related records. Records may be filed with original incident report.	Destroy in office 1 year after disposition of property.	
79.	PROPERTY RECORDS: UNCLAIMED Disposition records concerning unclaimed property held by airport authority law enforcement office. May include descriptions of property and serial or identification numbers.	Destroy in office 1 year after disposition of property.	
80.	PURSUIT LOGS Logs concerning pursuits by airport authority law enforcement office personnel.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
81.	RIDE-ALONG PROGRAM RECORDS Records concerning a law enforcement agency's ride-along program. May include citizens' applications to participate, waivers of liability, and other related records.	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
82.	<p>SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction.</p>	<p>a) Destroy in office records of persons registered in the “Sex Offender and Public Protection Program” after court petition and review by the State; or after 30 years or length of court order, whichever is greater; or when individual is known dead.</p> <p>b) Destroy in office records of persons registered in the “Sexually Violent Predator Program” when individual is known dead or after 90 years.</p>	G.S. §14-208
83.	<p>SHIFT ASSIGNMENT RECORDS Schedules assigning officers to the shifts they will be working. May include special assignments for extra work.</p>	Destroy in office when superseded or obsolete.	
84.	<p>SPECIAL ORDER RECORDS Special orders issued by a airport authority law enforcement office concerning the adoption or revision of policy and established procedures on department, division, section, or individual level.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
85.	<p>SQUAD LEADER PROMOTION FILE Records concerning individual request and promotional potential evaluations for promotion to police squad leader for uniformed or non-uniformed positions.</p>	Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
86.	STATISTICAL REPORTS Statistical reports and summaries of all law enforcement activities undertaken by a airport authority law enforcement office. May include copies of uniform crime reports submitted to the N.C. Department of Justice.	Follow disposition instructions for REPORTS AND STUDIES (INTERNAL ADMINISTRATION) item 54, page 10.	
87.	STOLEN MOTOR VEHICLES FILE Records concerning the investigations of cases of stolen motor vehicles.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
88.	TAXICAB INSPECTION AND LICENSING FILE	Destroy in office after 1 year.	
89.	TELETYPES FILE Teletype notices received from or sent to various law enforcement agencies concerning lost property, wanted persons, arrests, missing persons, and other related topics.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
90.	TOWED/SEIZED VEHICLE INVENTORIES	Destroy in office after 1 year.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
91.	<p>TRAFFIC ACCIDENT REPORTS Records concerning traffic accidents. May include general correspondence, including e-mail, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records.</p>	<p>a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident.</p> <p>b) Destroy in office duplicate reports when reference value ends. Local Policy: Destroy in office after _____.</p> <p>c) Destroy in office records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made after 3 years.</p>	
92.	<p>TRAFFIC CITATION AND PARKING TICKET, RECORDS OF DATES TURNED IN BY POLICE OFFICER Records listing dates traffic citations and parking tickets were turned in by police personnel or parking enforcement personnel.</p>	<p>Destroy in office after 1 year.*</p>	
93.	<p>TRAFFIC CITATIONS Citations issued to drivers violating motor vehicle and traffic laws. May include time, date, and location of violation, license number, violation code, officer's name, signature of person receiving citation, and other related information.</p>	<p>a) Transfer original to county clerk of superior court's office.</p> <p>b) Destroy in office department copies when administrative value ends if not made part of a case file. Local Policy: Destroy in office after _____.</p> <p>c) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.</p>	
94.	<p>TRAFFIC STOP REPORTS Racial profiling sheet that is completed after a vehicle stop has occurred.</p>	<p>Destroy in office after 1 year.*</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
95.	TRAINEE INTERN PROGRAM FILE Records concerning study, recommendation, and all related material relevant to the Police Intern Program for future sworn officers.	Transfer to the agency personnel office to be incorporated into official personnel file 1 year after employee terminates service.	
96.	TRAINING ATTENDANCE FILE Records concerning DCI training presented at the departmental level in agreement with the State Division of Criminal Information. Includes attendance and grade reports.	Destroy in office after 2 years.	
97.	TRAINING RECORDS Records concerning each course taught by law enforcement agency. May include schedules, course curriculum, attendance rosters, instructor's name, development material, and other related records.	Follow disposition instructions for EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 101.	
98.	TRAINING RECORDS: PERSONNEL Records concerning the training of officers. May include records documenting in-service training schools conducted to develop skills, knowledge, and abilities; field training observation reports; supervisory career assessment forms; certificates; firearms qualifications; and other related records maintained in accordance with N.C. Administrative Code and Criminal Justice Commission standards and regulations.	Follow disposition instructions for EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 29, page 101.	
99.	TRANSFER REQUEST FILE Requests for transfer made by personnel.	Destroy in office after 1 year.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
100.	TRANSIENT SOLICITOR REGISTRATION FILE Forms from Tax Department listing vendors, salespeople, products, and duration of licenses.	Destroy in office after 2 years.	
101.	TRESPASS LAW ENFORCEMENT RECORDS Authorizations by property owners, lessees, or managers for airport authority law enforcement officers to take whatever actions they deem appropriate to remove unauthorized persons and issue trespass warnings.	Destroy in office when superseded or obsolete.	
102.	UNIFORM CRIME REPORTS (UCR) Copies of reports submitted to the State Bureau of Investigation summarizing statistics on criminal activity and agency operations.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
103.	VEHICLE INSPECTION AND INVENTORY REPORTS Inspection reports of patrol units and inventories of equipment assigned to each vehicle. (Records are used to identify any missing or damaged items.)	Destroy in office after 1 year.	
104.	VEHICLE TOWING RECORDS Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
105.	WANTED PERSONS FILE Records or lists concerning wanted persons not included in Daily Bulletin.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-3: EMERGENCY SERVICES AND PUBLIC SAFETY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
106.	WARNING TICKETS Warning tickets issued by airport authority law enforcement office. May include name and address of person and reason for warning.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	
107.	WARRANTS FILE Warrants issued by a court directing a person to be taken into custody to answer charge.	Return to issuing Clerk of Superior Court's office as required by law once served, canceled, withdrawn, or otherwise disposed of.	
108.	WARRANTS REGISTER Registers listing warrants served by airport authority law enforcement office.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
109.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
110.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 15, page 71; or CASE HISTORY FILE: MISDEMEANORS item 16, page 72.	

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STANDARD-4. INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by airport authorities to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
GENERAL ADMINISTRATION Records concerning IT policy development, planning, and the coordination of activities.			
1.	ACCESS AND SECURITY POLICIES Records concerning data processing policies relating to access and security.	Destroy in office 3 years after superseded or obsolete.*	
2.	AGENCY INFORMATION TECHNOLOGY AND DATA PROCESSING SERVICES PLANNING Records concerning planning for information systems development, technology acquisitions, data processing services provision, or related areas.	a) Retain records with historical value permanently. b) Destroy in office master copies of plans and supporting records after 3 planning cycles subsequent to completion or revision of plans. c) Destroy in office remaining records when superseded or obsolete.	
3.	DATA PROCESSING ADMINISTRATION FILE Records concerning the administration of agency data processing services. Files include correspondence, including e-mail, memorandums, reports, publications, and other related records.	Destroy in office when superseded or obsolete.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>DATA PROCESSING PRODUCT/VENDOR REFERENCE FILE Records concerning data processing equipment, software, and other products and their vendors.</p>	Destroy in office when reference value ends.	
5.	<p>POLICIES AND PROCEDURES Records concerning policies and procedures. May include systems development, data retention and disposition, data ownership, and access and security.</p>	<p>a) Retain official copy of internal agency policies permanently.</p> <p>b) Destroy in office reference copies and external policy procedures when superseded or obsolete.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information and G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
6.	<p>USER CHARGE BACK FILE (IT) Records concerning documentation of usage, calculation of costs, and billing of program units for IT services.</p>	Destroy in office after 3 years. *	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
SYSTEMS AND APPLICATION DEVELOPMENT Records concerning the development, redesign, modification, procurement, and testing of systems and applications, as well as to maintaining the documentation generated by these processes.			
7.	APPLICATION DEVELOPMENT PROJECT FILE Records concerning the development and modification of an automated system or application. May include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence, including e-mail.	Destroy in office 3 years after completion of project. <i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i>	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.
8.	APPLICATION DOCUMENTATION FILE Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.	Destroy in office 1 year after program is superseded or obsolete. *	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>AUTOMATED PROGRAM LISTING SOURCE COD FILE Automated program code that generates the machine-language instructions used to operate an automated information system.</p>	<p>Destroy in office after supersession or replacement of associated source code.*</p>	<p>Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.</p>
10.	<p>DATA DOCUMENTATION FILE Records (sometimes known as metadata) concerning the development and modification of and the access, retrieval, manipulation, and interpretation of data in an automated system. May include data element dictionary, file layout, codebook or table, and other records concerning the meaning, purpose, structure, logical relationships, and origin of the data elements.</p>	<p>Destroy in office 3 years after system or application has been discontinued and after system’s or application’s instance data have been destroyed or transferred to a new structure or format.</p> <p><i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i></p>	<p>Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes”.</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>DATA SYSTEMS SPECIFICATIONS FILE Records concerning user and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or work flow records, system specifications, and input and output specifications.</p>	<p>Destroy in office 3 years after discontinuance of all systems and after all data created by every system instance has been destroyed or transferred to new operating environment.</p> <p><i>Retention Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long-term and secondary research value beyond the agency). Please see North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems available on Government Records Branch website.</i></p>	
12.	<p>PROCUREMENT (HARDWARE & SOFTWARE) FILE Records concerning the procurement of system hardware and software. May include request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, including e-mail, duplicate copies of contracts, purchase orders, technical reviews, and vendor information, including references and literature on the firm or product line.</p>	<p>Destroy in office contracts and related records after 3 years.*</p>	
13.	<p>PROCUREMENT (IT SERVICES) FILE Records concerning the purchasing process, authorizes and provides funds for payments, and satisfies claims by private service providers. May include purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.</p>	<p>Destroy in office contracts and related records after 3 years.*</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	<p>QUALITY ASSURANCE FILE Records concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. May include reviews, assessments, and supporting documentation.</p>	Destroy in office 3 years after associated source code is superseded or obsolete. *	
15.	<p>TECHNICAL PROGRAM DOCUMENTATION Records concerning program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.</p>	Destroy in office 1 year after program is superseded or obsolete.*	
16.	<p>TEST DATABASE FILE Records concerning benchmark data sets, test results constructed or used to test or develop a system, and other related documentation.</p>	<p>Destroy in office when reference value ends. *</p> <p>Local Policy: Destroy in office after _____.</p>	
17.	<p>TRAINING COURSE INFORMATION FILE Records concerning training courses run by a data processing user support or office automation support unit. File includes memorandums, flyers, catalogues, registration forms, rosters, and other related records.</p>	Destroy in office when superseded or obsolete.	
<p>COMPUTER OPERATIONS AND TECHNICAL SUPPORT Records concerning operating systems, maintaining hardware and software, data input services, system backup off-line storage operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.</p>			

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>AUTOMATED OFF-LINE STORAGE LIBRARY SYSTEM FILE Automated records used to control the location, maintenance, and disposition of off-line storage media (such as tapes) in a media library.</p>	Destroy in office after related records or media are destroyed or withdrawn from the media library.	
19.	<p>AUDIT TRAILS FILE Records documenting user actions affecting the contents of monitored systems.</p>	Destroy in office after 3 years. *	
20.	<p>COMPUTER RUN SCHEDULING Records concerning the scheduling of computer runs. May include daily schedules, run reports, run requests, and other records documenting the successful completion of a run.</p>	<p>Destroy in office when administrative value ends. *</p> <p>Local Policy: Destroy in office after _____.</p>	
21.	<p>COMPUTER SECURITY FILE Records concerning routine monitoring of the state's information technology systems, telecommunications networks, web sites and electronic security systems, including associated software and hardware.</p>	<p>Destroy in office when administrative value ends.*</p> <p>Local Policy: Destroy in office after _____.</p>	
22.	<p>COMPUTER SECURITY INCIDENT REPORT FILE Records associated with cyber incidents involving unauthorized attempted entry, probes and/or attacks on agency information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. File includes formal reports, logs, extracts and compilations of data, and other related records.</p>	Destroy in office finalized cyber incident reports after 5 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	<p>COMPUTER USAGE FILE Electronic files or automated logs created to monitor computer system usage including log-in files, system usage files, charge-back files, data entry logs, data concerning individual computer program usage, security logs, and other related records.</p>	Destroy in office when administrative value ends.*	
24.	<p>HARDWARE DOCUMENTATION Records concerning the use, operation, and maintenance of an agency's IT equipment. May include operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.</p>	Destroy in office when superseded or obsolete and after transfer of data to new hardware environment.	Comply with applicable provisions of G.S. §132-6.1 (c) on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes".
25.	<p>INPUT/SOURCE RECORDS Records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled in any agency records schedule.</p>	<p>Destroy in office after completion of data entry and after all verification and quality control procedures.</p> <p><i>Retention Note: Records retained for fiscal audit or legal purposes, or records that include information not entered into the data file, need to be scheduled separately by the responsible program unit.</i></p>	
26.	<p>IT MAINTENANCE CONTRACTS Reference copies of maintenance contracts and related records for data processing equipment. May include copies of contracts, service histories, and work orders.</p>	<p>Destroy in office after administrative value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	OFF-LINE STORAGE LIBRARY CONTROL RECORDS Records (automated or non-automated) concerning control of the location, maintenance, and disposition of off-line storage media. May include lists of holdings, control logs, and scratch reports (file destruction reports).	a) Retain destruction records permanently unless transferred to RECORDS MANAGEMENT FILE item 52, page 9. b) Destroy in office all other records after 3 years.*	
28.	SYSTEM AND HARDWARE CONVERSION PLANS Records concerning the replacement of equipment or computer systems.	Destroy in office 1 year after completion of conversion.	
29.	SCANNING AND DATA ENTRY AUDIT REPORTS Reports documenting the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.	Destroy in office after 3 years.*	
30.	SCANNING AND DATA ENTRY QUALITY CONTROL RECORDS Logs and reports documenting quality control procedures and corrective action taken in scanning and data entry processes.	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
DATA ADMINISTRATION Records concerning data administration support. May include maintenance of data standards, corporate data models, and data definitions and dictionaries.			
31.	DATA/DATABASE DICTIONARY Records concerning the management of data in an agency's information systems and that explain the meaning, purpose, logical relationships, ownership, use, and origin of data. May include information on data element definitions, data structures or file layout, code tables, and other data attribute information.	Destroy in office 3 years after discontinuance or modification of the related application and after application data has been destroyed or transferred to new structure or format. <i>Please Note: These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. In some cases, agencies will retain data for extended periods of time, sometimes off-line. In such cases, it is essential that related documentation be retained in an accessible format and that it be listed in a program records retention and disposition schedule.</i>	
32.	DATA/DATABASE DICTIONARY REPORTS Periodic printouts from a data/database dictionary system. May include data element attribute reports, database schema, and related records used for reference purposes.	Destroy in office when superseded or obsolete.	
33.	FINDING AIDS (INDEXES)/TRACKING SYSTEMS FILE Includes electronic indexes, lists, registers, and other finding aids providing access to records in paper and electronic format in the custody of the data processing unit.	Destroy in office when related paper or electronic records have been destroyed or transferred in accordance with the disposition of the related paper or electronic records, as appropriate.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
USER/OFFICE AUTOMATION SUPPORT Records concerning the support to users of a computer application or office automation system. May include assisting users to solve software and hardware problems, installing hardware or software, providing training, and providing review and recommendation of software for agency use.			
34.	HARDWARE AND SOFTWARE REVIEW Records concerning the review of and recommendations for hardware and software use. May include vendor information, manuals, hardware and software reviews, and other related records.	a) Destroy in office review materials after selected hardware or software is no longer in use. b) Destroy in office review material for non-selected hardware or software after reference value ends.	
35.	HELP DESK TELEPHONE LOGS AND REPORTS Records concerning requests for technical assistance and responses to these requests as well as the collection of information on the use of computer equipment for program delivery, security, or other purposes.	Destroy in office after 2 years. *	
36.	SITE, EQUIPMENT, AND SOFTWARE SUPPORT FILE Records concerning support services provided to specific equipment and software or installations. May include site visit reports, program and equipment service reports, service histories, and correspondence, including e-mail, and memoranda.	a) Destroy in office service histories and other summary records when equipment or software is no longer in use. b) Destroy in office remaining records after 3 years.	
37.	TRAINING COURSE INFORMATION (IT) Records concerning training courses run by a user support or office automation support group. May include memoranda, flyers, catalogues, registration forms, rosters, and other related records.	Destroy in office when superseded or obsolete.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
NETWORK AND DATA COMMUNICATION SERVICES Records concerning installing and maintaining networks, diagnosing and coordinating problems on the network, monitoring circuit usage, and communicating with network providers.			
38.	INTERNET SERVICES LOGS Electronic files or automated logs created to monitor access and use of agency services provided via the Internet and use of the internet by employees. May include services provided via FTP (file transfer protocol). World Wide Web sit, via agency Telnet services, or other service providers.	Destroy in office when administrative value ends.* Local Policy: Destroy in office after _____.	
39.	CIRCUITS (IT) INVENTORIES FILE Records concerning network circuits used by the agency. May include circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other related records.	Destroy in office when superseded or obsolete.	
40.	NETWORK AND CIRCUIT INSTALLATION AND SERVICE FILE Records concerning requests by departments to public or private providers for data communication service, installation, or repair. May include work orders, correspondence,, including e-mail, memoranda, work schedules, copies of building or circuitry diagrams, copies of fiscal documents, and other related records.	Destroy in office 2 years after completion of work. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
41.	NETWORK IMPLEMENTATION PROJECT FILE Records concerning the planning for and implementation of a network. May include reports, justifications, working diagrams of proposed network, wiring schematics, diagrams and other related records.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	NETWORK SITE AND EQUIPMENT SUPPORT FILE Records concerning support services provided to specific sites and computer to computer interfaces on a network. May include site visit reports, trouble reports, service histories, and correspondence and memoranda, including e-mail.	a) Destroy in office service histories and other summary records when equipment is no longer in use. b) Destroy in office remaining records after 3 years.	
COMPUTER AND INFORMATION SECURITY Records concerning measures taken to secure government property, networks, and data. <i>Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes". (G.S. 132-6.1 (c))</i>			
43.	AGENCY INTERNET SERVICES LOGS Electronic files or automated logs created to monitor access and use of services provided via the Internet and use of the internet by employees. May include FTP (file transfer protocol), World Wide Web sites, agency Telnet services, or other service providers.	Destroy in office after 1 year. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
44.	COMPUTER USAGE FILE Electronic files or automated logs created to monitor computer system usage. May include login files, system usage files, data entry logs, data concerning individual computer program usage, security logs, and other related records.	Destroy in office after 3 years. *	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	COMPUTER SECURITY INCIDENT FILE Records concerning incidents involving unauthorized attempted entry, probes and/or attacks on electronic data processing systems, information technology systems, telecommunications networks, and electronic security systems, including associated software and hardware. May include reports, logs, extracts and compilations of data, and other related records.	Destroy in office when administrative value ends. * Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.
46.	DISASTER PREPAREDNESS AND RECOVERY PLANS (IT) Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in secure, off-site location.)	a) Retain records documenting past disaster recovery permanently. b) Destroy in office when superseded or obsolete.	
47.	NETWORK USAGE FILE Electronic files or automated logs created to monitor network usage. May include login files, system usage files, and other related records.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
48.	NETWORK USAGE REPORTS Summary reports and other related records created to document computer usage for reporting or other purposes.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-4: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>SYSTEM BACKUP FILE Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. (System backup files and records should be stored in secure, off-site location.)</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.</p> <p><i>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on Government Records Branch website.</i></p>	<p>Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.</p>
50.	<p>SYSTEM USERS ACCESS RECORDS Records concerning control or monitoring individual access to a system and its data.</p>	<p>Destroy in office 1 year after access for employee is withdrawn. *</p>	<p>Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public security information.</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-5. LEGAL RECORDS

Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of airport authorities or their individual employees or clients.

ITEM #	STANDARD-5: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc.</p> <p>See also NOTICES OF PUBLIC MEETINGS item 40, page 8.</p>	<p>a) Retain permanently if record provides only evidence of action(s) taken.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	G.S. § 1 Article 50
2.	<p>COMPLAINTS (DISCRIMINATION) Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.</p>	Destroy in office 2 years after final disposition of the charge.*	
3.	<p>CONDEMNATION RECORDS Settled and pending condemnation cases.</p> <p>See also ACCOUNTS PAYABLE item 1, page 17 for disposition of financial records.</p>	<p>a) Retain originals permanently.</p> <p>b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>CONTRACTS AND AGREEMENTS Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation and memorandums of understanding.</p>	<p>a) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.*</p> <p>b) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*</p> <p>c) Retain contracts and agreements with historical value permanently.</p>	
5.	<p>CORRESPONDENCE (LEGAL) Correspondence, including e-mail, and related records concerning actions taken to recover debts, fines, penalties, and assure violations are addressed.</p>	<p>Destroy in office 5 years after resolution.*</p> <p>See also Public Records with Short Term Value page x. For information on handling electronic mail, see Electronic Records and Digital Imaging section page vii.</p>	<p>Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal counsel.</p>
6.	<p>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to and by the agency.</p> <p>See also ACCOUNTS PAYABLE item 1, page 17 for disposition of financial records.</p>	<p>a) Retain originals permanently.</p> <p>b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	
7.	<p>ENCROACHMENTS FILE Records concerning conflicts on land or water rights or obligations.</p>	<p>a) Retain originals permanently.</p> <p>b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-5: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>INSURANCE POLICIES Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the airport authority.</p>	<p>a) Destroy in office when superseded or obsolete if no outstanding litigation.*</p> <p>b) Destroy other records in office 6 years after settlement.</p> <p>c) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	
9.	<p>LEASES FILE Records concerning leases for property leased by and from other parties and agency property leased to the public.</p> <p>See also GRANTS item 32, page 6.</p>	<p>a) Destroy original records 3 years after termination of lease.*</p> <p>b) Destroy copies in office when administrative value ends. Local Policy: Destroy in office after _____.</p>	
10.	<p>LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.</p>	<p>a) Retain original records permanently.</p> <p>b) Destroy copies in office when administrative value ends. Local Policy: Destroy in office after _____.</p>	
11.	<p>LEGAL REVIEW RECORDS Includes legal reviews of bylaws and charges to boards and commissions, conflict of interest, and all other departmental matters as requested.</p> <p>See also LEGAL OPINIONS item 11, page 86.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations.</p>	<p>Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-5: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>LITIGATION CASE RECORDS Civil suits to which the airport authority is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.</p>	<p>a) Retain cases having precedent or historical value permanently.</p> <p>b) Destroy in office adjudicated cases 5 years after final disposition.</p> <p>c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations.</p> <p><i>Retention Note: Records are retained by the Clerk of Superior Court's office in each county.</i></p>	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
13.	<p>OATHS OF OFFICE FILE</p>	<p>a) Transfer official copy to the Clerk to the Board.</p> <p>b) Destroy remaining records in office 3 years after official termination.</p> <p><i>Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.</i></p>	
14.	<p>ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.</p>	Destroy in office development records when ordinance is no longer in effect.	
15.	<p>OWNERSHIP RECORDS (DEEDS, TITLES)</p>	Destroy in office 1 year after airport authority relinquishes ownership of land.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-5: LEGAL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
16.	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
17.	WARRANTIES Warranties that accompany equipment or commodities purchased by the agency.	Destroy in office 1 year after expiration of warranty.	

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**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

STANDARD-6. OPERATIONS RECORDS

Official records and materials created and accumulated incidental to the construction of airport facilities and maintenance of airport facilities and vehicles. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	EQUIPMENT AND FACILITY USAGE RECORDS Records concerning the assignment, request and usage of agency assets. May include mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property. See also VEHICLE USAGE RECORDS item 9, page 45.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
2.	EQUIPMENT AND PROPERTY INVENTORIES Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
3.	EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of airport authority owned equipment. See also GRANTS item 32, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of equipment after 1 year. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	
4.	EQUIPMENT REFERENCE FILE Includes operation, specification and technical manuals, brochures, bulletins and related records.	Destroy in office when superseded, obsolete or asset is no longer owned.	

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	FUEL AND OIL TICKETS Records of fuel and oil deliveries to vehicles.	Destroy in office after 3 years.*	
6.	FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of airport authority owned facilities. See also GRANTS item 32, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
7.	MOTOR VEHICLE RECORDS Records on each vehicle showing make, model, original cost, mileage, and cost of operation.	Destroy in office after disposal of vehicle.	
8.	PRE-PROJECT RECORDS Background information for projects explored but not undertaken. Records are used as a reference file and include maps, project information, tapes and the reason why the project failed.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.
9.	PROJECT RECORDS - CORE Records used to document the design and construction of the project. Records document the history of the project and include as-built plans, certificate of completion/closure, policy correspondence, including e-mail, covenants, final estimates, geo-technical reports, maintenance agreements, permits for right-of-way use, photographs, plans and specifications proposed, specifications and structural calculations.	a) Retain originals for life of structure. b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.

*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page v.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	<p>PROJECT RECORDS – ENGINEERING Records used to document the engineering and technical areas of a project. File includes agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, council records (ordinances, resolutions, transmittals, etc.), daily reports, diaries and narratives, EEO information, grant records, material certifications, material testing reports, notice to proceed, payrolls for contract compliance, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information.</p>	<p>a) Destroy in office 6 years after completion or termination of project.*</p> <p>b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.
11.	<p>PROJECT RECORDS - WORK PAPERS Records documenting the active stages of a project. File includes alternative designs, bid tabulations and proposals, budget material, construction schedules, working cost estimates, design information, working and construction drawings, expenditure authorization, final pre-construction estimates, job assignment notices, mailing lists, meeting notices, pre-design information, progress payments, quarterly allotment reports, reference material, survey notes and transmittals.</p>	<p>a) Transfer records as applicable to PROJECT RECORDS - ENGINEERING item 11, page 152.</p> <p>b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>PROJECT REPORTS Includes reports of permits, installation and removals, and costs, submitted and/or received by department head.</p>	<p>Destroy in office when reference value ends. Local Policy: Destroy in office after _____.</p>	<p>Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.</p>
13.	<p>PROJECT TRACKING RECORDS Records used to track progress of projects. Includes date of preliminary maps, field check, final plans, project start date, date permit issued or notice to proceed mailed, whether project is active, percent complete, date of substantial completion, date of punch list, date project accepted, date certificate of completion mailed, date received, and date sent to design.</p>	<p>Destroy in office when superseded or obsolete.</p>	
14.	<p>RIGHT-OF-WAY ACQUISITION RECORDS File contains project documentation and includes record of negotiations on individual sewer projects, as-built drawings, street deeds, street vacations and real estate purchases, street widening and railroad crossing agreements, easements for sewers and retaining walls and grade changes.</p>	<p>a) Retain original records permanently.* b) Destroy in office copies when administrative value ends. Local Policy: Destroy in office after _____.</p>	<p>Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.</p>
15.	<p>RIGHT-OF-WAY APPRAISAL RECORDS Series used to document property appraisals on property acquired for public right-of-way.</p>	<p>a) Transfer records as applicable to RIGHT-OF-WAY ACQUISITION RECORDS item 17, page 153 when property is purchased.* b) Destroy in office all other records when administrative value ends. Local Policy: Destroy in office after _____.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	RIGHT-OF-WAY CORRESPONDENCE FILE Includes 10 day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence, including e-mail, relating to right-of-way acquisitions.	Destroy in office after 3 years.*	
17.	SPECIAL EVENTS PERMITS Permits and applications for persons or companies requesting permits to hold special events such as parades, races, or street fairs on airport property.	a) Destroy in office 1 year after expiration of permit. b) Destroy in office applications for which a permit was never issued when administrative value ends. Local Policy: Destroy in office after _____.	
18.	STOCK CONTROL AND INVENTORIES Inventory of materials and supplies used to maintain stock.	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
19.	STREET CLEANING RECORDS Reports, logs, and similar records documenting street cleaning operations.	Destroy in office after 1 year.	
20.	STREETLIGHT FILE File contains streetlight installation, maintenance, and repair orders.	Destroy in office after 3 years.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	<p>SURVEY FIELD RECORDS Records used to document and establish easements and right-of-ways, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, right-of-ways and easements.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.</p>	
22.	<p>TRAFFIC ACCIDENT DATA FILE (MOTOR VEHICLE) Records include data compiled on traffic accidents on airport property.</p>	<p>Destroy in office when reference value ends.</p> <p>Local Policy: Destroy in office after _____.</p>	
23.	<p>TRAFFIC ANALYSIS (MOTOR VEHICLE) Analysis of airport motor vehicle traffic.</p>	<p>Destroy in office after 5 years.</p>	
24.	<p>TRAFFIC CAMERA RECORDINGS Videotapes or other recordings from cameras used to monitor motor vehicle or pedestrian traffic.</p>	<p>Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation.*</p>	
25.	<p>TRAFFIC SIGNAL FILE File contains traffic signal installation, maintenance, and repair orders.</p>	<p>Destroy in office after 3 years.</p>	
26.	<p>VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS Records concerning the maintenance, repair and inspection of airport authority owned vehicles.</p> <p>See also GRANTS item 32, page 6.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning and maintenance of vehicles after 1 year.</p> <p>b) Retain records documenting all other maintenance and repairs for life of vehicle.</p>	

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ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the airport authority fleet.	a) Retain original in vehicle until superseded. b) Destroy in office copies when reference value ends. Local Policy: Destroy in office after_____.	
28.	VEHICLE TRANSACTION RECORDS Monthly charges made against each vehicle.	Destroy in office 1 year after disposal of vehicle.	
29.	VEHICLE USAGE RECORDS Records concerning the assignment, request and usage of airport authority vehicles. May include mileage and checkout logs, fuel consumption reports, authorizations and similar records relating to the assignment and use of airport authority vehicles.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
30.	VEHICLE YEAR-TO-DATE REPORT Running record of mileage and cost of operation of each vehicle.	Destroy in office after disposal of vehicle.	
31.	WORK ORDERS (EQUIPMENT REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS item 22, page 4.	
32.	WORK ORDERS (FACILITY REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS item 25, page 5.	

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ITEM #	STANDARD-6: OPERATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	<p>WORK ORDERS (VEHICLE REPAIR) Records include date and location of work, cost of materials used and labor, type of work performed and similar information.</p>	<p>a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS item 6, page 44.</p>	

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*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-7. PERSONNEL RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of airport authority employees. Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also EMPLOYMENT SELECTION RECORDS item 33, page 102.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	<ul style="list-style-type: none"> a) Destroy in office administrative records 3 years after completion of all audits.* b) Destroy in office yearly enrollment records after 1 year. c) Destroy in office claim records and receipts 3 years after completion of all audits.* 	
8.	COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) Includes notifications, election and claim forms, rejection letters and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	DEFERRED COMPENSATION FILE	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
10.	DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits.	<ul style="list-style-type: none"> a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year. 	
11.	DISCIPLINARY FILE Correspondence, including e-mail, and other records concerning disciplinary action taken against employees by personnel or supervisory staff, including records documenting terminations. May include records created by civil service boards when considering, or reconsidering an appeal or an adverse action against an employee.	<ul style="list-style-type: none"> a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104. b) Destroy in office all remaining records 2 years after resolution of all actions. 	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>DRUG AND ALCOHOL PROGRAMS FILE Records concerning an agency's alcohol misuse and controlled substances use prevention programs. May include test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms and all other program-related documents.</p>	<p>a) Destroy in office alcohol test results indicating an alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years.</p> <p>b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years.</p> <p>c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years.</p> <p>d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a concentration of less than 0.02 after 1 year.</p> <p><i>Retention Note: Records should be maintained in a location with controlled access.</i></p>	<p>49 CFR 382.401 49 CFR 40.333 49 CFR 655.71</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	DUAL EMPLOYMENT FILE Records concerning employees' requests and authorizations to accept secondary employment.	<ul style="list-style-type: none"> a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office unapproved requests and related records after 6 months. 	
14.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	<ul style="list-style-type: none"> a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104. b) Destroy in office other records concerning approved requests when released from all audits. c) Destroy in office records concerning disapproved requests 6 months after disapproval.* 	
15.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 2 years.	
16.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion. See also EMPLOYMENT APPLICATIONS AND RESUMES item 31, page 101.	<ul style="list-style-type: none"> a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104. b) Destroy in office all remaining records 2 years after resolution of all actions. 	
17.	EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office other records 3 years after completion, denial, repayment, and removal from program.*</p>	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms and statements, 3 years after individual was hired or 1 year from date of separation.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 1324(b)
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office all remaining records after 1 year.</p>	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy all other records in office 2 years after resolution of all actions.</p>	29 CFR 1602.31

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<p>EMPLOYEE MEDICAL RECORDS Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)</p>	<p>a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*</p> <p>b) Destroy in office records pertaining to job-related illness and injury after 5 years.</p> <p>c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year.</p> <p><i>Retention Note: Records must be maintained separately from an employee's personnel jacket.</i></p>	<p>29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910</p>
23.	<p>EMPLOYEE PENSION AND BENEFITS PLANS Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.</p>	<p>Destroy in office 1 year after plan is terminated.</p>	<p>29 CFR 1627.3</p>
24.	<p>EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS Forms providing personal identifying data, beneficiary information, option selection, and similar information.</p>	<p>a) Transfer pension and deferred compensation enrollment forms to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy life, health, and disability insurance enrollment forms 4 years after termination of coverage.</p>	

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25.	EMPLOYEE PERFORMANCE REVIEW FILE Information used to establish employees goals and primary tasks. Records used to evaluate each employees work performance.	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.	
26.	EMPLOYEE POLYGRAPH RECORDS Includes statements informing employee of the time, place and reasons for the test. Copy of notice sent to examiner identifying employee to be tested. Copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	29 CFR 801.30
27.	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
28.	EMPLOYEE SUGGESTIONS	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	<p>EMPLOYEE TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.</p>	<p>a) Transfer employee-specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104 if such training and testing is required for the position held or could affect career advancement.</p> <p>b) Destroy in office non-employee-specific records 1 year from date record was created.</p> <p>c) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.</p>	29 CFR 1627.3
30.	<p>EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.</p>	<p>Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.</p>	

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	<p>EMPLOYMENT APPLICATIONS AND RESUMES Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.</p>	<p>a) Transfer application, resumes, transcripts and similar records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved.</p> <p>c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*</p> <p>d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.</p>	<p>29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49</p>
32.	<p>EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS</p>	<p>Destroy in office after 2 years.</p>	<p>29 CFR 1602</p>
33.	<p>EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. May include interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, health or physical examinations, and similar records.</p> <p>See also APTITUDE AND SKILLS TESTING RECORDS item 6, page 91.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office all remaining records in office 2 years after resolution of all actions.</p>	<p>29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3</p>

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	<p>EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the airport authority.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104</p> <p>b) Destroy in office all remaining records 2 years after resolution of case.*</p>	29 CFR 1602.31
35.	<p>EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS Reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA). May include compiled documentation used to complete EEO reports.</p>	Destroy in office after 3 years.	29 CFR 1602
36.	<p>EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.</p>	Destroy in office after 2 years.	29 CFR 1620.32
37.	<p>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.</p>	Destroy in office 3 years after leave ends.*	29 CFR 825.500(b)
38.	FRINGE BENEFITS FILE	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	

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ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<p>GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including e-mail.</p> <p>See also DISCIPLINARY FILE item 11, page 96.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office all remaining records after 2 years.</p>	
40.	<p>HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.</p>	Destroy in office after 2 years.*	
41.	INCREMENTS FILE	Destroy in office when released from all audits.	
42.	INTERNSHIP PROGRAM FILE	Destroy in office after 3 years.	
43.	<p>LEAVE FILE Records concerning employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc.</p>	<p>a) Destroy in office records concerning military service leave 5 years after returning from active duty.*</p> <p>b) Destroy in office records concerning non-military service leave after 5 years.*</p>	<p>5 CFR 1208</p> <p>29 CFR 825.500(b)</p>
44.	LEAVE WITHOUT PAY FILE	Destroy in office 5 years after return of employee or termination of employment.	
45.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	
46.	MERIT AND SENIORITY SYSTEM RECORDS	<p>a) Destroy in office employee-specific records after 3 years.</p> <p>b) Destroy in office system and plan records 1 year after no longer in effect.</p>	29 CFR 1627.3

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
47.	<p>PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.</p>	
48.	<p>PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.</p> <p>See also EMPLOYEE MEDICAL RECORDS item 22, page 99.</p>	<p>Destroy in office 30 years from date of separation.</p>	<p>G.S. § 160A-168 (Municipal Employees) G.S. § 153A-98 (County Employees)</p>
49.	<p>PERSONNEL RECORDS (REFERENCE COPY) Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104.</p> <p>b) Destroy in office remaining records when administrative value ends. Local Policy: Destroy in office after _____.</p>	
50.	<p>POLICIES AND PROCEDURES (PERSONNEL)</p>	<p>a) Retain official copy of internal agency personnel policies permanently.</p> <p>b) Destroy in office reference copies and external policy procedures when superseded or obsolete.</p>	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
51.	POSITION CLASSIFICATION/POSITION HISTORY FILE See also POSITION DESCRIPTION RECORDS item 53, page 105.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	
52.	POSITION CONTROL CARDS	Destroy in office when reference value ends. Local Policy: Destroy in office after _____.	
53.	POSITION DESCRIPTION RECORDS Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office 2 years from the date record is superseded.	29 CFR 1620.32
54.	POSITION REQUISITION AND ANALYSIS RECORDS Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
55.	SALARY SURVEY RECORDS	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
56.	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records.	a) Transfer employee-specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	TEMPORARY EMPLOYEE RECORDS Records concerning temporary employees who were not provided or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is an airport authority employee, transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY) item 48, page 104. b) If the employee is a temporary service company employee, destroy in office 3 years from date of separation.	
58.	UNEMPLOYMENT COMPENSATION CLAIMS Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
59.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	
60.	UNEMPLOYMENT INSURANCE FILE	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	
61.	VOLUNTEER RECORDS Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
62.	WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE Includes program policies, guidelines, and related administrative documentation.	a) Retain records with historical value permanently. b) Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-7: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
63.	<p>WORKERS' COMPENSATION PROGRAM CLAIMS FILE Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i>, 333 N. C. 258 S.E.2d 698 (1993).)</p>	<p>a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with airport authority personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*</p> <p>b) If official action has been initiated, transfer to LITIGATION CASE RECORDS item 13, page 87.</p>	<p>Comply with applicable provisions of G.S. § 8-53 regarding the confidentiality of physician-patient records.</p>

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-8. PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS

Official records and materials created and accumulated incidental to the operation of a municipal, county, or regional airport.

ITEM #	STANDARD-8: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCESS CONTROL RECORDS Records concerning employee or contractor access to facilities or resources.	Destroy in office 1 year after expiration.	
2.	AIR SPACE CONSTRUCTION FILES Applications to construct structures which may obstruct flight space. May include correspondence and related records.	Destroy in office after 5 years.	
3.	AIRFIELD INSPECTION FILES Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	14 CFR 139.301.
4.	AIRPORT CERTIFICATION MANUAL Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport.	a) Destroy in office when superseded or obsolete. b) Retain records with historical value permanently.	14 CFR 139.201
5.	AIRPORT MASTER RECORD FILES Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-8: PROGRAM OPERATIONAL RECORDS: AIRPORT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
6.	COMMUNICATIONS RECORDINGS Audio recordings of radio and telephone communications and complaint calls.	Destroy in office after 30 days if not made part of a case file.	
7.	LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
8.	RADIO LOGS Records of radio calls received and placed.	Destroy in office after one year.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-9. PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public information programs operated by airport authorities.

ITEM #	STANDARD-9: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADVERTISEMENTS Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain record with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years. Local Policy: Destroy in office after _____.	
2.	AGENCY PUBLICATIONS Publications created at agency expense.	a) Retain records with historical value permanently. b) Destroy remaining copies in office when administrative value ends. Local Policy: Destroy in office after _____.	
3.	AUDIO RECORDINGS (PUBLIC RELATIONS) Audio recordings produced by agency. This does not include audio recordings of public meetings.	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-9: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	BIOGRAPHICAL DATA Biographical sketches, news releases, news clippings, and photographs of various agency officials.	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends. Local Policy: Destroy in office after _____.	
5.	FILMS FILE Films produced by agency for public or departmental use.	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends. Local Policy: Destroy in office after _____.	
6.	NEWS CLIPPINGS Clippings from newspapers concerning the agency or agency employees.	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends. Local Policy: Destroy in office after _____.	
7.	NEWS AND PRESS RELEASES News and press releases issued concerning programs, activities, and services of the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends. Local Policy: Destroy in office after _____.	
8.	PHOTOGRAPHS Photographs (including digital) and negatives used in publicizing programs, services, and other related agency matters.	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-9: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	PUBLIC RELATIONS FILE Records concerning overall public relations of airport authority administrative offices. May include procedures, correspondence, including e-mail, and other related records.	Destroy in office after 5 years.	
10.	SLIDES Slides (including digital) produced by public relations offices concerning programs, services, and other related agency matters.	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends. Local Policy: Destroy in office after _____.	
11.	SPEECHES Speeches made by agency officials.	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends. Local Policy: Destroy in office after _____.	
12.	VIDEO RECORDINGS Video recordings (including digital) produced by the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends. Local Policy: Destroy in office after _____.	
13.	VISUAL AIDS	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-9: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
14.	WEBSITE (ELECTRONIC) FILE Electronic records concerning the administration and maintenance of the agency's Web site. (A network administrator or information systems office may maintain electronic files.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	

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*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

STANDARD-10. RISK MANAGEMENT RECORDS

Official records created and accumulated for use by airport authority risk management offices.

ITEM #	STANDARD-10: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) See also WORKERS' COMPENSATION PROGRAM CLAIMS FILE item 63, page 107.	<ul style="list-style-type: none">a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS FILE item 63, page 107.b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.*d) Destroy in office reports that do not result in claims or official action after 3 years.e) Destroy in office reports of minors after minor has reached age of 21.	
2.	ASBESTOS MANAGEMENT PLAN	<ul style="list-style-type: none">a) Destroy in office 1 year after building is demolished.b) If building is sold transfer records to new owner.	29 CFR 1910.1001

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-10: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	BLOODBORNE PATHOGEN TRAINING RECORDS Includes records showing date of training sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii).
4.	CLAIM COST REPORTS AND/OR STATEMENTS	Destroy in office after 3 years.*	
5.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S.§132-1.6 regarding the confidentiality of security records.
6.	EMPLOYEE MEDICAL EXPOSURE RECORDS Records concerning the exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.	Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*	29 CFR 1910.
7.	FIRE AND SAFETY FILE	Destroy in office when superseded or obsolete.	
8.	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	40 CFR 280.34 40 CFR 280.74
9.	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-10: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	HEALTH AND SAFETY RECORDS Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
11.	HOLD HARMLESS AGREEMENTS Agreements assuming liability. These agreements may be between the local government and an individual or a business. See also CONTRACTS AND AGREEMENTS item 4, page 85.	Destroy in office 3 years after date of termination or settlement of all claims.*	
12.	INSURANCE AUDITS, SURVEYS AND REPORTS	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
13.	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency-owned buildings or property.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
14.	LOST AND STOLEN PROPERTY REPORTS Includes reports of vandalism.	Destroy in office after 3 years.*	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

ITEM #	STANDARD-10: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	MATERIAL SAFETY DATA SHEETS Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.</i>	29 CFR 1910.1200 and 29 CFR 1910.22E
16.	NOTIFICATION OF PENALTY ASSESSMENT FILE	Destroy in office after 6 years.	
17.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
18.	RESPIRATOR PROGRAM RECORDS Includes respirator fit test records.	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	
19.	SELF-INSURER CERTIFICATION FILE	Destroy in office 6 years from date of termination or settlement of all claims.	
20.	U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE	Destroy in office when administrative value ends. Local Policy: Destroy in office after _____.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

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**See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page v.*

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone _____

INSTRUCTIONS Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

_____ Add a new item
_____ Delete an existing item Standard Number _____ Page _____ Item Number _____
_____ Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **VOLUME OF RECORDS IN LINEAR INCHES** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____
Signature Title Date

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
 N.C. Division of Historical Resources
 Government Records Branch
 4615 Mail Service Center
 Raleigh, NC 27699-4615

FROM Name _____
 County _____
 Agency or department _____
 Phone number _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
 Signature Title Date

Approved by: _____, _____, _____
 Signature Head of Governing Board Date

Concurred by: _____, _____, _____
 (as indicated) Signature Assistant Records Administrator Date

REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS

TO Assistant Records Administrator
 N.C. Division of Historical Resources

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

Government Records Branch
 4615 Mail Service Center
 Raleigh, NC 27699-4615

FROM

Name _____
 County _____
 Agency or department _____
 Phone number _____

Use this form to request an amendment to your programs schedule from the Department of Cultural Resources to dispose of paper records you have scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to computer or digital environments. This form does not apply to records, which have been microfilmed or photocopied. In addition, this form does not apply to records with a permanent retention or that are to be transferred to the State Archives. Records with a permanent retention or which will come to the State Archives must have a paper of microfilm copy.

A completed copy of the "Electronic Records Production Control Self-Warranty" form **must** be attached. It can be found in the North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____
 Signature Title Date

Approved by: _____
 Signature Head of Governing Board Date

Concurred by: _____
 (as indicated) Signature Assistant Records Administrator Date
 NC Division of Historical Resources

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MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 9, 2011

ITEM DESCRIPTION – Consent Agenda Item E

Ratification of Payment to the North Carolina Department of Revenue

BACKGROUND

The Authority was selected for audit by the North Carolina Department of Revenue in October. The Department of Revenue audited the Authority's income tax withholdings and sales and use tax returns for the past three years. They found no issues with our income tax withholdings. However, they did find that we did not pay use tax on purchases from out of state vendors. Given that any tax paid is refundable back to a government entity, they noted that this was common for governments not to bother to self-assess this tax, and then claim the same amount as a refund. During this three year period, we had a significant amount of capital spending, and there were several out of state vendors/contractors that did not bill us tax. As a result, they found that we owe \$84,192.25 in use tax for the three year period, all of which will be refunded by the state. However, we must also pay \$7,213.14 in interest for a total of \$91,405.39. To avoid incurring daily interest charges, the Authority paid the \$91,405.39. Because this amount is over the \$50,000 spending limit of the Airport Director, this payment requires ratification by the Board.

We will be able to offset the \$7,213.14 of interest by approximately \$6,000 of sales tax paid on procurement card purchases during first two years of the audit period. We were not including these payments in our claim for refund until I started working for the Authority. Once we have finished calculating the amount of procurement card tax to claim, that amount will be included in the request for refund we submit next week.

In addition, the Department of Revenue assesses a 25% penalty on any tax not paid. The amount assessed is \$21,048.06, but it should all be waived since we are in compliance with all other tax requirements and have not requested a penalty waiver in the past three years.

Consent Agenda - Item E



ISSUES

The Authority must begin self-assessing use tax and including the amount paid in its annual request for refund. Staff has begun this process since the audit period. We will also be implementing procedures to insure we obtain the required sales tax paperwork when we use contractors.

ALTERNATIVES

None.

FISCAL IMPACT

The net cost to the Authority is estimated to be less than \$2,000.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to ratify the payment of \$91,405.39 to the North Carolina Department of Revenue.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael A. Reisman
Deputy Airport Director, Development & Operations

DATE: December 9, 2011

ITEM DESCRIPTION – New Business Item A

Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2013-2017

BACKGROUND

The Federal Aviation Administration (FAA) requires all airports to submit a Five-Year CIP to be eligible for federal project funding. The CIP is used to update the National Plan of Integrated Airport Systems (NPIAS) and allows the FAA to update their funding program based upon available funding levels.

ISSUES

The proposed CIP for Asheville Regional Airport is typically based upon capital projects identified in the 2005 Terminal Area Planning Study (TAP) and the proposed Airfield Improvements Program identified in 2009. As the airport's priorities continue to change over time, and as unexpected needs arise, associated changes to the projects and priorities listed in the CIP must change as well. The FY 2013-2017 proposed CIP accounts for those changes as needed. As the current Airport Master Plan Project continues, that new document will identify future projects and priorities used to produce the CIP.

ALTERNATIVES

None recommended at this time.



FISCAL IMPACT

The Five-Year CIP is considered a planning and administrative tool for authority Staff and the FAA. Adopting the CIP does not approve any contracts nor provide Staff with any authorization to award design or construction projects. Staff will present individual CIP projects to the Authority Board in accordance with all applicable Authority policies.

RECOMMENDED ACTION

It is respectfully requested that the Authority Board resolve to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan as presented for submission to the FAA.

Attachment

ASHEVILLE REGIONAL AIRPORT AUTHORITY

Airport Capital Improvement Program - Fiscal Years 2013-2017

Description	Total Cost	AIP Entitlements	AIP Discretionary	State Funds	Pay-As-You-Go PFC		Other Local Funds			Total Funding
					Current Approval	Future Approvals	Airport Capital	Other (b)	CFC	
Current Year										
FY 2012 (Oct 1, 2011 - Sept 30, 2012)										
Passenger Boarding Bridges	\$ 1,630,000	* \$1,548,500						\$ 81,500		\$ 1,630,000
Terminal Renovation - B Gates	\$ 250,000							\$ 250,000		\$ 250,000
Liquid De-Ice Vehicle	\$ 300,000			\$ 300,000	\$ -					\$ 300,000
Subtotal FY 2012	\$ 2,180,000	\$ 1,548,500	\$ -	\$ 300,000	\$ -	\$ -		\$ 331,500	\$ -	\$ 2,180,000
FY 2013 (Oct 1, 2012 - Sept 30, 2013)										
ARFF Facility	\$ 4,619,213	** \$2,519,213	\$ -	\$ 750,000	\$ 1,350,000	\$ -		\$ -	\$ -	\$ 4,619,213
Airfield Improvements Program - Phase 1 (Design)	\$ 3,266,300	\$ -	\$ 2,776,355	\$ -	\$ -	\$ -		\$ 489,945	\$ -	\$ 3,266,300
Snow Equipment - Plow Trucks & Equipment	\$ 605,000	\$ 574,750			\$ 30,250			\$ -		\$ 605,000
Subtotal FY 2013	\$ 8,490,513	\$ 3,093,963	\$ 2,776,355	\$ 750,000	\$ 1,380,250	\$ -		\$ 489,945	\$ -	\$ 8,490,513
FY 2014 (Oct 1, 2013 - Sept 30, 2014)										
Airfield Improvements Program - Phase II/Taxiway Construction (sitework/utilities)	\$ 8,500,000	\$ 1,000,000	\$ 5,970,000	\$ 300,000	\$ -	\$ -		\$ 1,230,000	\$ -	\$ 8,500,000
Snow Equipment - Broom & Blower	\$ 1,655,000	\$ 1,200,000	\$ -	\$ -	\$ 455,000	\$ -		\$ -	\$ -	\$ 1,655,000
Ready/Return Lot Expansion & Improvements	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 1,000,000	\$ 1,000,000
Subtotal FY 2014	\$ 11,155,000	\$ 2,200,000	\$ 5,970,000	\$ 300,000	\$ 455,000	\$ -		\$ 1,230,000	\$ 1,000,000	\$ 11,155,000
FY 2015 (Oct 1, 2014 - Sept 30, 2015)										
Airfield Improvements Program - Phase III/Taxiway Construction (paving/electrical)	\$ 8,500,000	\$ 1,000,000	\$ 5,970,000	\$ 300,000	\$ -	\$ -		\$ 1,230,000	\$ -	\$ 8,500,000
Ground Transportation / Commercial Vehicle Loading Area w/ Pedestrian Canopies	\$ 3,500,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,500,000		\$ 800,000	\$ -	\$ 3,500,000
Subtotal FY 2015	\$ 12,000,000	\$ 2,200,000	\$ 5,970,000	\$ 300,000	\$ -	\$ 1,500,000		\$ 2,030,000	\$ -	\$ 12,000,000
FY 2016 (Oct 1, 2015 - Sept 30, 2016)										
Airfield Improvements Program - Phase IV/Runway Construction (sitework/utilities)	\$ 21,450,000	\$ -	\$ 17,977,500	\$ 300,000	\$ 1,067,284	\$ -		\$ 2,105,216	\$ -	\$ 21,450,000
ARFF Truck	\$ 1,000,000	\$ 574,750						\$ 425,250		\$ 1,000,000
Wright Brothers Way Extension	\$ 3,000,000	\$ 1,625,250	\$ -	\$ -	\$ 1,374,750	\$ -		\$ -	\$ -	\$ 3,000,000
Parking Garage Design	\$ 1,000,000							\$ 1,000,000		\$ 1,000,000
Subtotal FY 2016	\$ 26,450,000	\$ 2,200,000	\$ 17,977,500	\$ 300,000	\$ 2,442,034	\$ -		\$ 3,530,466	\$ -	\$ 26,450,000
FY 2017 (Oct 1, 2016 - Sept 30, 2017)										
Airfield Improvements Program - Phase V/Runway Construction (paving/electrical)	\$ 21,450,000	\$ 1,000,000	\$ 16,977,500	\$ 300,000	\$ 1,067,284			\$ 2,105,216		\$ 21,450,000
Parking Garage Construction	\$ 15,000,000							\$ 15,000,000		\$ 15,000,000
Subtotal FY 2017	\$ 36,450,000	\$ 1,000,000	\$ 16,977,500	\$ 300,000	\$ 1,067,284	\$ -		\$ 17,105,216	\$ -	\$ 36,450,000
Total - FY 2013 through FY 2017	\$ 94,545,513	\$ 10,693,963	\$ 49,671,355	\$ 1,950,000	\$ 5,344,568	\$ 1,500,000		\$ 24,385,627	\$ 1,000,000	\$ 94,545,513

General Note: Airfield Improvement costs calculated at 85/15.

* \$651,500 in entitlement funds to be carried over to FY 2013.

** Includes above carry-over plus additional \$242,463 in carry-over from prior years.



MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael A. Reisman, A.A.E.
Deputy Airport Director, Development and Operations

DATE: December 9, 2011

ITEM DESCRIPTION – New Business Item B

Approve Scope of Services and Fee with RS&H Architects-Engineers-Planners, Inc. for Passenger Boarding Bridge Replacement Project – Phase 2

BACKGROUND

At its last meeting, the Airport Board approved moving forward with design and bidding for the replacement of the three existing Regional Boarding Ramps (RBR's) with new Passenger Boarding Bridges (PBB's). This was due to the complete failure of one RBR, and on-going maintenance and operational problems with the other two units. The replacement of the RBR's with PBB's will require modifications to the existing building structure in order to be able to accept and mate up with the new PBB's. These building modifications, while minor in nature, are significant enough to warrant the use of professional architectural services.

ISSUES

This project was originally programmed in the airport's CIP in 2016.

ALTERNATIVES

The Gate 4 RBR has already been taken out of service permanently requiring ground boarding by passengers outdoors. If the Board elects to postpone the project until a later date, it is ultimately expected that outdoor aircraft boarding will also be required at Gates 5 and 6 as the RBR's at those locations are also expected to experience fatal failures.



FISCAL IMPACT

A final decision to fund this project either from the Authority fund balance or using Airport Improvement Program (AIP) funds has yet to be made. It is necessary to incur these design costs in order to be able to bid this phase of work and obtain a total project cost. Phase 1 of the overall project (the PBB's) is being prepared and bid separately and is already underway. Measures have been taken to ensure that these costs remain eligible for reimbursement under AIP. In the interim, expenses associated with this action will be paid from the Authority fund balance.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Scope of Services No. 11 with RS&H in the amount of \$110,079.00, (2) authorize the Airport Director to execute any necessary documents; and (3) to amend the FY11/12 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	\$0	\$110,079
Totals	<u>\$0</u>	<u>\$110,079</u>

This will result in a net increase of \$110,079 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:



REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from ARAA		
Cash/Investments	<u>\$0</u>	<u>\$110,079</u>
Totals	<u><u>\$0</u></u>	<u><u>\$110,079</u></u>

Section 2. Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 9th day of December, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 9, 2011

ITEM DESCRIPTION – New Business Item C

Resolution Designating Branch Banking and Trust Company and First-Citizens Bank & Trust Company as Official Depositories

BACKGROUND

North Carolina General Statutes require that Authority funds be deposited only in banks that the Authority Board has designated as “official depositories.” To diversify the Authority’s investments and to increase its investment earnings, Staff proposes adding Branch Banking and Trust Company (BB&T) and First-Citizens Bank & Trust Company (1st Citizens) as official depositories so they will be available investment options for the Authority. On a scale of one to five (with five being the highest), BB&T has a four star rating and 1st Citizens has a five star rating from independent bank rating firm BauerFinancial, Inc.

ISSUES

None.

ALTERNATIVES

The Board could chose not to authorize these two banks as official depositories, but the banks’ products would not be eligible investment options for the Authority.



FISCAL IMPACT

The Authority will be able to better diversify its investments, and also increase its investment earnings.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board approve the following Corporate Resolution:

WHEREAS, it is the desire of the Authority Board that all public funds of the Asheville Regional Airport Authority (hereafter the "Authority") be deposited in a secure, efficient and effective manner;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Authority Board, to supervise the receipt, custody and disbursement of the public funds of the Authority;

WHEREAS, Branch Banking and Trust Company and First-Citizens Bank & Trust Company are qualified to be official depositories for the Authority pursuant to G.S. 159-31 and have selected to secure their uninsured public deposits under the "Pooling Method", which is a collateral pool under which each public depositor's uninsured deposits are secured with securities held by the State Treasurer's agent in the name of the State Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the Authority Board of the Asheville Regional Airport Authority that:

Section 1. Branch Banking and Trust Company and First-Citizens Bank & Trust Company (hereafter the "Official Depositories") are hereby designated as official depositories of the Authority. The Finance Officer of the Authority shall be and is hereby authorized and directed to deposit funds of the Authority in the Official Depositories in the name and to the credit of the Asheville Regional Airport Authority.



Section 2. As required by G.S. 159-25(b), all checks, drafts, or orders of the Authority drawn against said funds shall be authorized and signed as appropriate by the following (hereinafter the "Authorized Signers"):

- a. One of the following officers:
Finance Officer or
Deputy Finance Officer;
and countersigned by
- b. One of the following:
Airport Director, or
Director designated by the Airport Director

The names and signatures of the Authorized Signers shall be duly certified by the Clerk to the Authority Board to the Official Depositories as from time to time may be necessary and no check, draft, or order drawn against the Official Depositories shall be valid unless so signed or authorized.

Section 3. Upon opening accounts with the Official Depositories, the Finance Officer must:

- a. Give written instructions that the proceeds from all checks payable to the order of the Authority shall be deposited to the credit of the Asheville Regional Airport Authority and that under no circumstance may such an item be converted into cash.
- b. Verify the method currently used by the depository to collateralize the public deposits and stay informed of any change in methods as the result of conversions to a different method or as the result of merger of depositories;
- c. Notify the depositories at the time any new deposit accounts are opened or a certificate of deposit is purchased that the accounts are public deposit accounts subject to the collateralization requirements;



- d. File a "Notification of Public Deposit" (Form INV-91) with each depository and provide a copy to the State Treasurer as of June 30 of each year;
- e. Execute such other forms and documentation with provisions consistent with this resolution as may be reasonably required by the Official Depositories to establish the accounts;
- f. Report the amount of deposits and investments and such other information as may be required on the semi-annual reports on Form LGC 203 required to be filed with the Local Government Commission pursuant to G.S. 159-33; and
- g. Comply with other requirements of law, regulation or sound banking practice and with any requirements described in the State Treasurer's publication, The Collateralization of Public Deposits in North Carolina.

Section 4. Certified copies of this resolution shall be provided to the Official Depositories herein designated.

Adopted this 9th day of December, 2011.

David Hillier, Chairman

Attested by:

Jeffrey A. Piccirillo, Secretary-Treasurer



MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, A.A.E., Airport Director

DATE: December 9, 2011

ITEM DESCRIPTION – New Business Item D

Approval of Amended Purchasing / Procurement Policy

BACKGROUND

The current "Purchasing / Procurement Policy" is being amended to address the approval authority of the Airport Director. The current policy provides authorization for the Airport Director to approve any type of procurement, not to exceed the actual or estimated amount of \$50,000. The current policy limits the Airport Director to transferring no more than \$10,000 between budget ordinance line items, including contingency. The number of transfers between Board meetings is limited to three transfers.

This amended policy will update the Airport Director's procurement approval authority to a not to exceed amount of \$50,000 adjusted annually by the Consumer Price Index as specified in the policy; allow the Airport Director to procure Capital Budget items, excluding Capital Improvements, as approved in the Fiscal Budget in excess of \$50,000; and allows for the transfer of funds between budget ordinance line items up to the \$50,000 expenditure authorization without limiting the number of times.

ISSUES

This amended policy permits the Airport Director to more effectively manage the Airport's budget between scheduled or specially called Board meetings.



ALTERNATIVES

The Authority Board could decide not to amend the current Purchasing / Procurement Policy.

FISCAL IMPACT

There is no fiscal impact because the Airport Director's spending authority is limited and contained within the Board approved fiscal budget.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve the amended Purchasing / Procurement Policy as outlined in the Attachment; and (2) authorize the Airport Director to implement such changes effective December 9, 2011.

Attachment

OBJECTIVE

To procure all supplies, materials, equipment, articles, items or services required by the Authority (excludes professional construction services and construction and repair contracts, see Sections 114.00 and 115.00).

**METHOD OF
OPERATION**

**Procurement
Approval
Authority**

1. The Airport Director or designee, is authorized to approve any type of procurement, (1) not to exceed the actual or estimated amount of fifty thousand (\$50,000) dollars, adjusted annually at the beginning of each fiscal year by CPI or the previous year's amount, whichever is greater, (Such CPI shall be calculated using the Consumer Price Index for all Urban Area Consumers as published by the United States Department of Labor, Bureau of Labor Statistics or any comparable successor index), (2) procure any item listed and described in the Board approved Capital Budget excluding Capital Improvements; execute agreements for those procurements; and authorize the expenditure of Authority funds from a budgeted funding source. Additionally, the Airport Director may delegate procurement approval authority vested in him/her to subordinate employees as deemed appropriate.

2. Unless approved under paragraph 1 above, all remaining procurements of any type must be approved by the Authority Board prior to being implemented except for purchases in an emergency situation exceeding fifty thousand (\$50,000) dollars which should be ratified at the Board meeting following the emergency.

~~2.3.~~ The Airport Director is authorized to transfer amounts up to \$50,000, including annual adjustments, between budget ordinance line items/cost centers, including contingency appropriations, within the same fund. The Airport Director must make an official report on such transfers at the next regular meeting of the Board.

**Procurement
Classifications**

One of the following methods will be used in procuring items:

**Regular
Purchases**

The foregoing procedures will not be followed where purchases are made from the petty cash account.

Quotations and Bids

Except as hereinafter set forth quotations and bids will be received for all purchases of apparatus, supplies, materials and equipment as follows:

\$0 - \$30,000

Direct purchases authorized.

\$30,000 - \$90,000

Informal bids shall be obtained by telephone or in writing from at least two sources and the purchase shall be made from the supplier with the lowest quotation who meets reasonable requirements for delivery, service or other relevant considerations. Informal bids shall be noted on a Purchase Requisition which shall become a part of the procurement package.

\$90,000 and above

Formal bids shall be sought by requests for sealed bids except for exceptions authorized under the General Statutes of North Carolina (G.S. 143-129). A minimum of two sealed bids are required unless it is determined by the Airport Director that it is impossible or impractical to obtain this many bids. The purchase shall be made from the supplier with the lowest bid who meets reasonable requirements for delivery, service or other relevant considerations. All such transactions shall be documented with a Record of Procurement form which will reflect all bids, justify the selecting of other than the low bid, and be made a part of the procurement package.

Sole Source

Procurement made when (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii)

standardization or compatibility is the overriding consideration. All sole source procurements must be fully justified in writing as to the need to limit the procurement to one source and approved by the Board of Directors.

Requisitions

Computer generated requisitions should be submitted to the Director of Finance and Accounting along with the supporting documentation for purchases of \$1,000.00 or more. The Director of Finance and Accounting will determine funds availability and approval. The requisition will be returned to the requisitioner with the Purchase Order if approval is given.

Purchase Orders

Pre-numbered computer generated purchase orders will be issued by the Director of Finance and Accounting or designee, upon receipt of a properly authorized Purchase Requisition, after receipt of competitive bids, if required, determination whether funds are available, and Board approval as necessary. No purchase orders will be issued after the fact unless documented emergency.

A standard purchase order form will be used for all purchases where the amount of the purchase is \$1,000.00 or more.

Blanket purchase orders may be issued for miscellaneous items, parts, supplies or materials that are purchased frequently. These blanket purchase orders must be requested from the Director of Finance and Accounting and should include a description and types of items to be purchased, the period of time the order will remain valid, and the maximum dollar amount not to be exceeded. This will also include all monthly expenses incurred by the Airport Authority (water, sewer, lights, etc.). The Director of Finance and Accounting will monitor all purchases made on a blanket purchase order.

The Airport Director, the Deputy Airport Director of Development and Operations or the Director of Finance and Accounting may cancel blanket purchase orders if misuse occurs.

Office supplies must adhere to the purchasing guidelines of obtaining a Purchase Order for all purchases of \$1,000.00 or more. When authorized, a purchase order will be issued and the items can be ordered. Office supply requests under \$1,000.00 must be submitted to, and approved by, the Director of Administration or designee before ordering.

Any unauthorized purchases will be returned to the purchaser and will not be paid without direct authorization from the Airport Director or designee.

Purchasing Cards

On those items below \$1,000.00 the company purchasing card should be used where possible. In the event a physical check needs to be issued, follow normal purchasing procedures. The original documents (receipts) are to be forwarded to the Director of Finance and Accounting along with the reconciliation statement for the purchasing card.

Purchases \$1,000.00 or more can be made on the purchasing card up to the lesser of \$5,000.00 or the card holder's limit. These transactions must be authorized by the Director of Finance and Accounting via the Purchase Order system prior to items being ordered or purchased.

Travel can be booked on the purchasing card once the required travel authorization has been submitted and approved by the Airport Director or the Deputy Airport Director of Development and Operations.

All purchasing card receipts are due to the Director of Finance and Accounting with a description of the purchase monthly in order to reconcile the account. Cardholders should arrange for duplicate receipts to replace lost or misplaced receipts. In those situations where receipts are not available, a statement must be prepared and included with the monthly invoice.

**Emergency
Purchases**

Emergency purchases are made in an emergency situation in which the immediate procurement of an item is essential to prevent delays in the work of a department, or to prevent injury to the life, health, safety, or convenience of passengers, employees, or the public at the Airport. Paper

work should be submitted to the Director of Finance and Accounting as soon as possible.

**APPROVAL AND
UPDATE HISTORY**

| **Approval**

~~June 11, 2010~~ December 9, 2011

| **Supersedes**

June 11, 2010, October 10, 2008, December 11, 2006,
March 15, 2004



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Airport Director
DATE: December 9, 2011

ITEM DESCRIPTION – Information Section Item A

October, 2011 Traffic Report – Asheville Regional Airport

SUMMARY

October 2011 overall passenger traffic numbers were down 6.8% compared to the same period last year. Passenger traffic numbers reflect a 6.8% decrease in passenger enplanements from October 2011. Enplanements for Fiscal Year to Date total 148,925.

AIRLINE PERFORMANCE

AirTran Airways: AirTran's October 2011 enplanements increased by 19.3% compared to October 2011. There were no flight cancellations for the month.

Continental Airlines: Year over Year passenger enplanements for Continental in October 2011 were down by 5.1%. There were no flight cancellations for the month.

Delta Airlines: Delta's October 2011 enplanements decreased by 7.0% compared to October 2010. There were two (2) flight cancellations for the month.

United Airlines: In October 2011, United Airlines saw an increase in enplanements by 17.1% over the same period last year. There were no flight cancellations for the month.

US Airways: US Airways' October 2011 passenger enplanements represent a 9.4% decrease. There were three (3) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

October 2011



Category	Oct 2011	Oct 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change	*MOV12-2011	*MOV12-2010	Percentage Change
Passenger Traffic									
Enplaned	35,674	38,276	-6.8%	304,442	312,791	-2.7%	361,227	359,307	0.5%
Deplaned	<u>35,740</u>	<u>38,355</u>	-6.8%	<u>302,284</u>	<u>309,752</u>	-2.4%	<u>358,716</u>	<u>355,094</u>	1.0%
Total	71,414	76,631	-6.8%	606,726	622,543	-2.5%	719,943	714,401	0.8%
Aircraft Operations									
Airlines	286	153	86.9%	2,870	949	202.4%	3,081	1,018	202.7%
Commuter /Air Taxi	<u>1,547</u>	<u>1,808</u>	-14.4%	14,968	16,560	-9.6%	18,013	19,277	-6.6%
Subtotal	<u>1,833</u>	<u>1,961</u>	-6.5%	<u>17,838</u>	<u>17,509</u>	1.9%	<u>21,094</u>	<u>20,295</u>	3.9%
General Aviation	3,801	4,141	-8.2%	31,874	36,221	-12.0%	37,405	43,071	-13.2%
Military	<u>404</u>	<u>501</u>	-19.4%	<u>3,423</u>	<u>4,146</u>	-17.4%	<u>4,100</u>	<u>4,945</u>	-17.1%
Subtotal	<u>4,205</u>	<u>4,642</u>	-9.4%	<u>35,297</u>	<u>40,367</u>	-12.6%	<u>41,505</u>	<u>48,016</u>	-13.6%
Total	6,038	6,603	-8.6%	53,135	57,876	-8.2%	62,599	68,311	-8.4%
Fuel Gallons									
100LL	25,293	25,276	0.1%	160,668	186,723	-14.0%	190,782	219,890	-13.2%
Jet A (GA)	83,321	133,091	-37.4%	1,001,592	983,269	1.9%	1,155,616	1,133,455	2.0%
Subtotal	<u>108,614</u>	<u>158,367</u>	-31.4%	<u>1,162,260</u>	<u>1,169,992</u>	-0.7%	<u>1,346,398</u>	<u>1,353,345</u>	-0.5%
Jet A (A/L)	<u>293,066</u>	<u>317,913</u>	-7.8%	<u>2,784,924</u>	<u>2,962,986</u>	-6.0%	<u>3,339,690</u>	<u>3,408,077</u>	-2.0%
Total	401,680	476,280	-15.7%	3,947,184	4,132,978	-4.5%	4,686,088	4,761,422	-1.6%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Wednesday, November 23, 2011

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

October 2011



	Oct 2011	Oct 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
AirTran Airways						
Enplanements	3,228	2,705	19.3%	24,318	22,361	8.8%
Seats	4,395	2,831	55.2%	31,475	26,816	17.4%
Load Factor	73.4%	95.5%	-23.1%	77.3%	83.4%	-7.3%
Allegiant Air						
Enplanements	0	0	#Num!	0	0	#Num!
Seats	128	0	#Div/0!	258	600	-57.0%
Load Factor	0.0%	#Num!	#Type!	0.0%	0.0%	#Num!
American Airlines						
Enplanements	0	1,142	-100.0%	2,873	7,318	-60.7%
Seats	0	1,382	-100.0%	3,364	9,194	-63.4%
Load Factor	#Num!	82.6%	#Type!	85.4%	79.6%	7.3%
Continental Airlines						
Enplanements	3,061	3,224	-5.1%	19,785	22,079	-10.4%
Seats	4,250	4,250	0.0%	28,100	30,600	-8.2%
Load Factor	72.0%	75.9%	-5.1%	70.4%	72.2%	-2.4%
Delta Air Lines						
Enplanements	14,617	15,720	-7.0%	129,964	138,510	-6.2%
Seats	16,650	18,300	-9.0%	164,819	175,225	-5.9%
Load Factor	87.8%	85.9%	2.2%	78.9%	79.0%	-0.2%
Northwest Airlines						
Enplanements	0	0	#Num!	0	791	-100.0%
Seats	0	0	#Num!	0	1,450	-100.0%
Load Factor	#Num!	#Num!	#Type!	#Num!	54.6%	#Type!

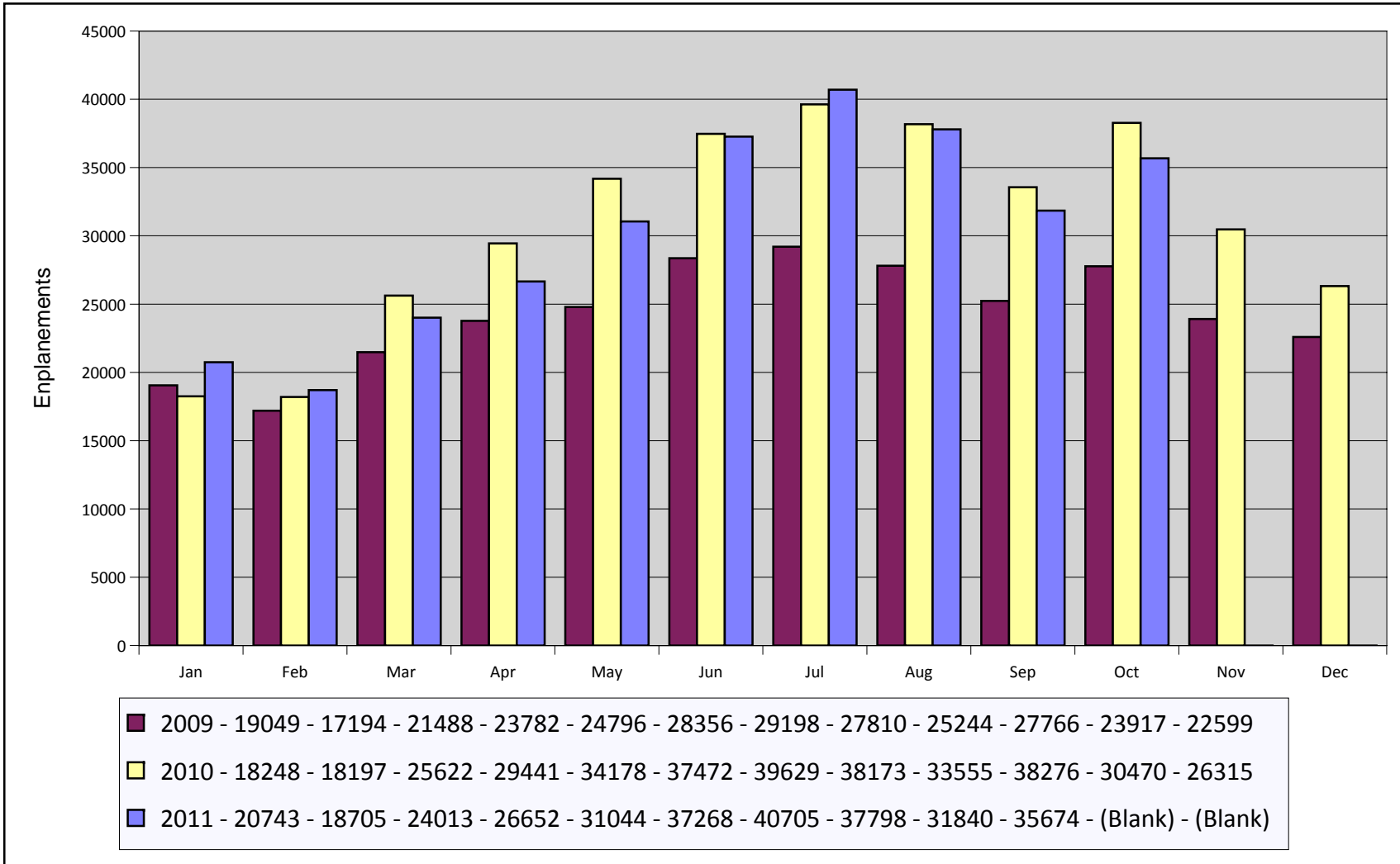
	Oct 2011	Oct 2010	Percentage Change	*CYTD-2011	*CYTD-2010	Percentage Change
Sky King, Inc.						
Enplanements	0	0	#Num!	0	0	#Num!
Seats	120	0	#Div/0!	240	0	#Div/0!
Load Factor	0.0%	#Num!	#Type!	0.0%	#Num!	#Type!
United Airlines						
Enplanements	3,285	2,806	17.1%	24,692	25,090	-1.6%
Seats	3,600	3,300	9.1%	31,400	31,550	-0.5%
Load Factor	91.3%	85.0%	7.3%	78.6%	79.5%	-1.1%
US Airways						
Enplanements	11,483	12,679	-9.4%	99,956	96,642	3.4%
Seats	13,172	14,405	-8.6%	148,708	123,195	20.7%
Load Factor	87.2%	88.0%	-1.0%	67.2%	78.4%	-14.3%
Vision Airlines						
Enplanements	0	0	#Num!	2,854	0	#Div/0!
Seats	0	0	#Num!	5,752	0	#Div/0!
Load Factor	#Num!	#Num!	#Type!	49.6%	#Num!	#Type!
Totals						
Enplanements	35,674	38,276	-6.8%	304,442	312,791	-2.7%
Seats	42,315	44,468	-4.8%	414,116	398,630	3.9%
Load Factor	84.3%	86.1%	-2.1%	73.5%	78.5%	-6.3%

Airline Flight Completions Asheville Regional Airport October 2011

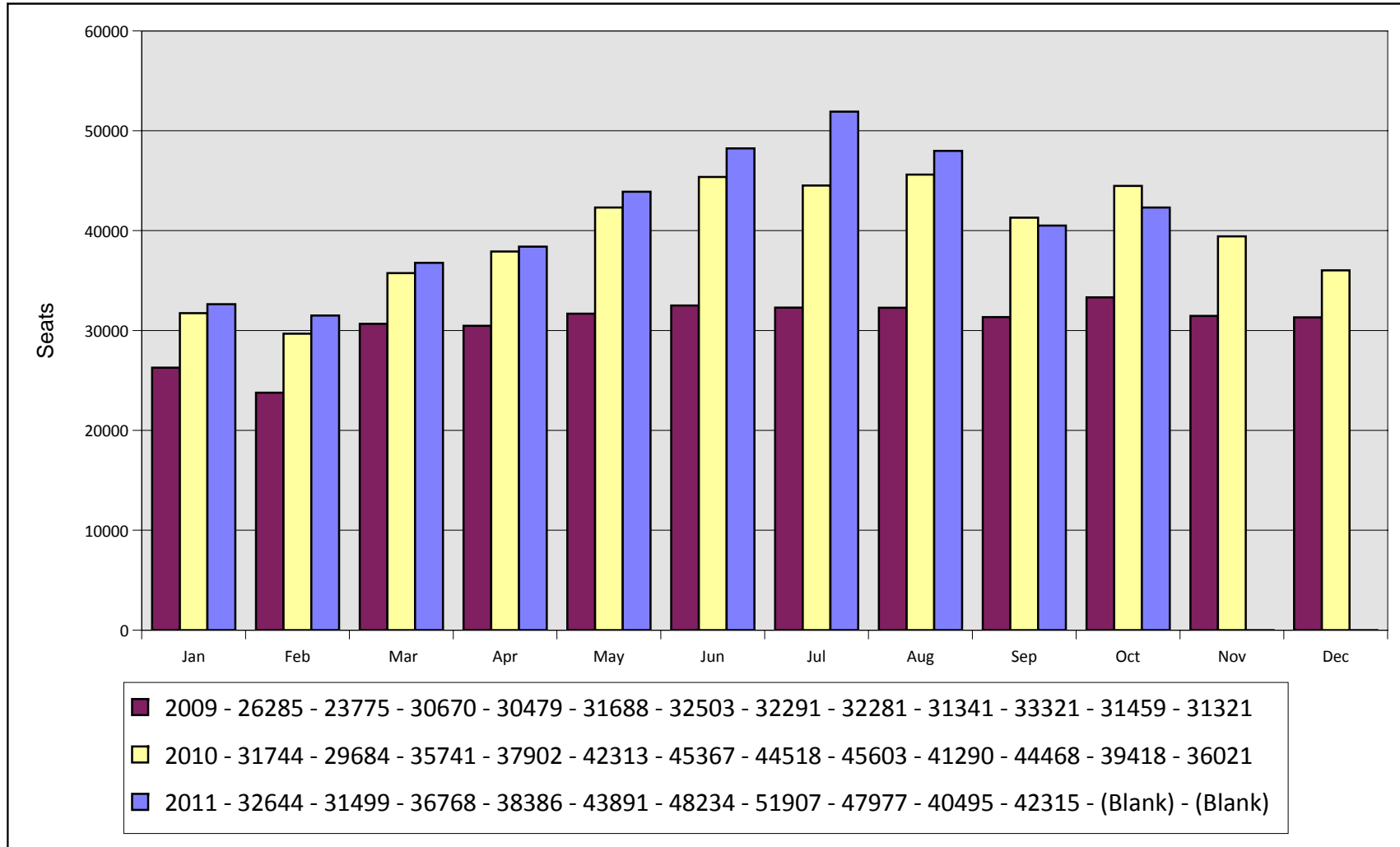


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	31	0	0	0	0	0	100.0%
Allegiant Air	2	0	0	0	0	0	100.0%
American Airlines	0	0	0	0	0	0	#Num!
Continental Airlines	85	0	0	0	0	0	100.0%
Delta Air Lines	335	0	0	2	0	2	99.4%
Northwest Airlines	0	0	0	0	0	0	#Num!
Sky King, Inc.	2	0	0	0	0	0	100.0%
United Airlines	72	0	0	0	0	0	100.0%
US Airways	238	0	3	0	0	3	99.2%
Vision Airlines	0	0	0	0	0	0	#Num!
Total	765	0	3	2	0	5	99.3%

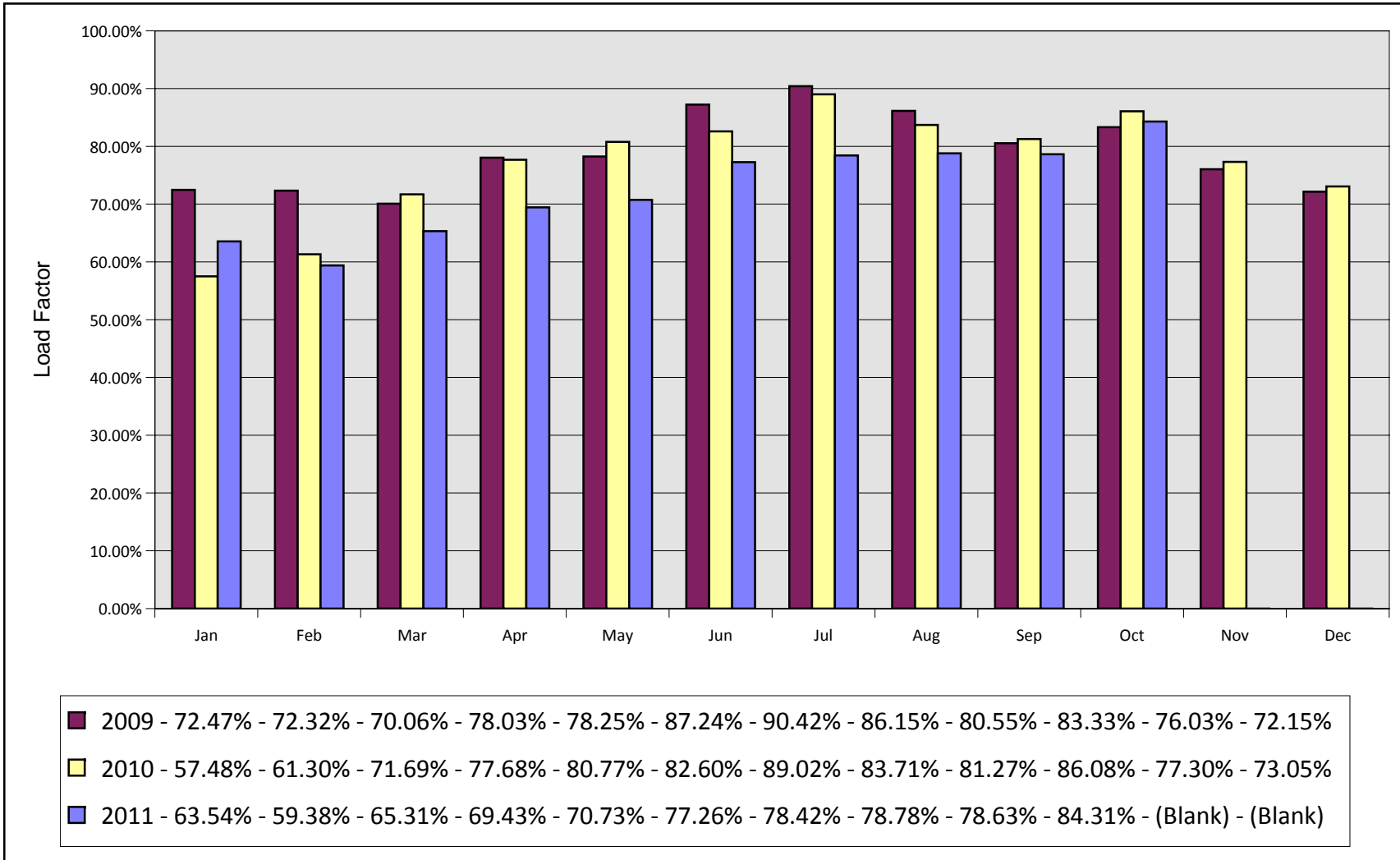
Monthly Enplanements By Year Asheville Regional Airport



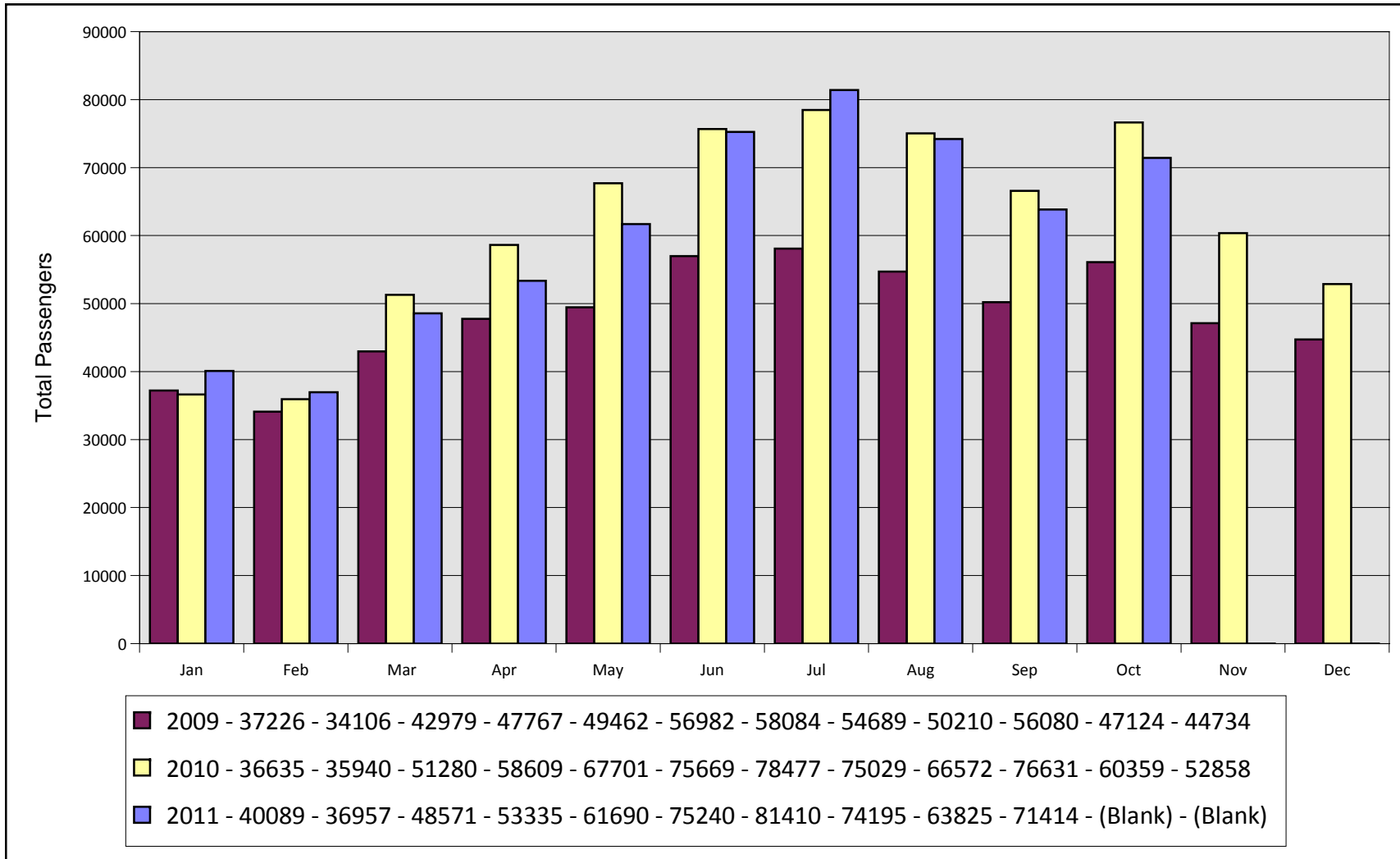
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

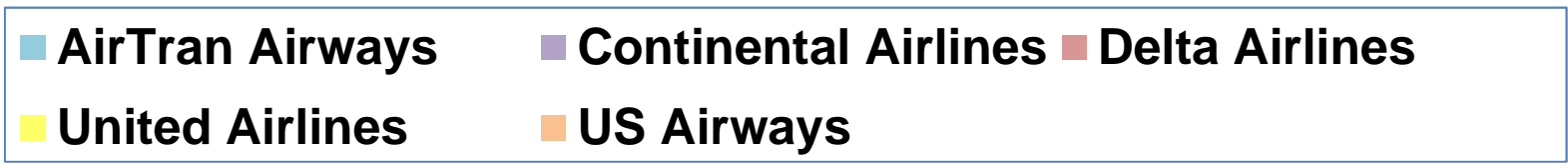
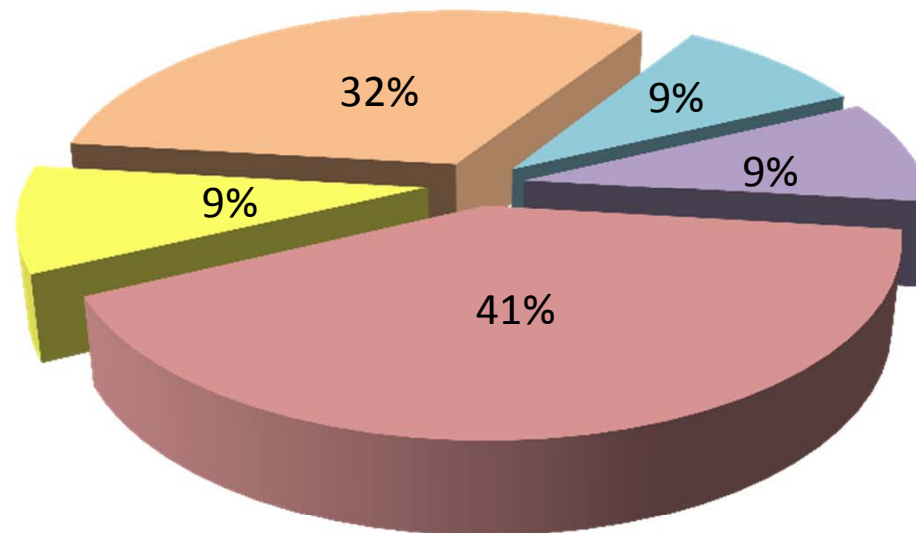


Total Monthly Passengers By Year Asheville Regional Airport

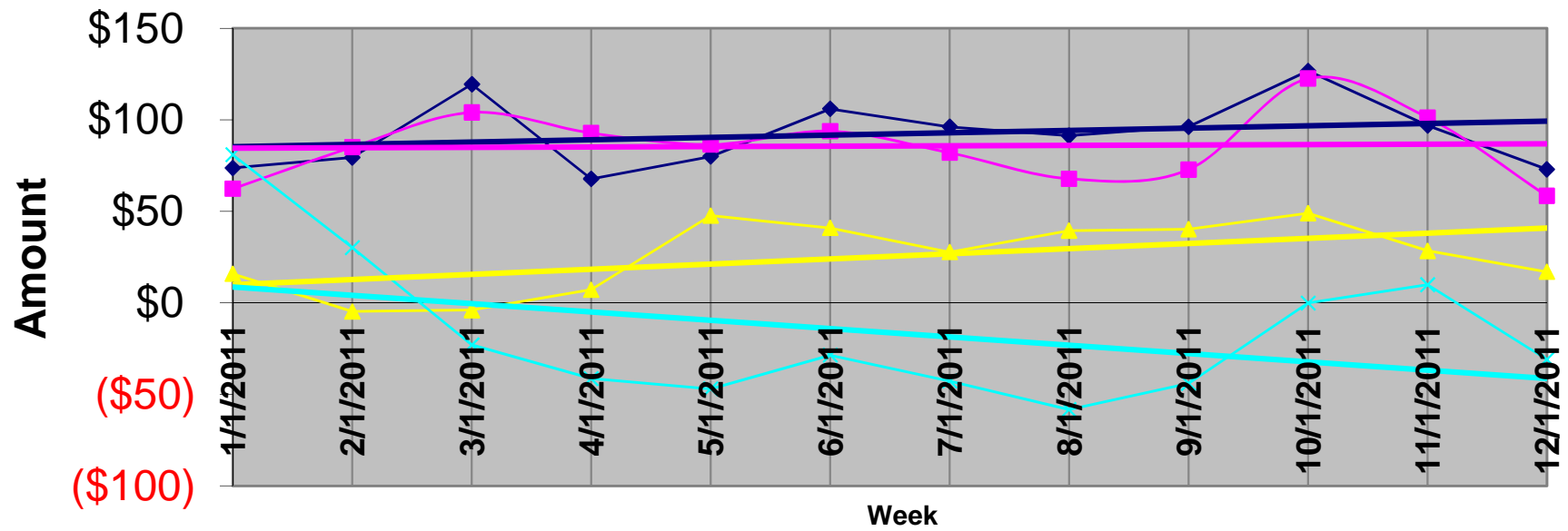


Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From October 2011 Through October 2011



AVL Average Airfare Differences 21 Day Advance Purchase, 3 Day Stay



◆ ATL
 ■ CLT
 ▲ GSP
 ✕ TRI
— Linear (ATL)
— Linear (CLT)
— Linear (GSP)
— Linear (TRI)

Asheville Regional Airport
Sample airfares as of 12/01/11
21 Day Advance Purchase, 3 day Stay

		<u>Difference in Fares</u>								
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>
ABQ	Albuquerque	\$597	\$469	\$426	\$547	\$537	\$128	\$171	\$50	\$60
ATL	Atlanta	\$379		\$251	\$253	\$432	\$379	\$128	\$126	(\$53)
AUS	Austin	\$415	\$445	\$354	\$437	\$502	(\$30)	\$61	(\$22)	(\$87)
BWI	Baltimore	\$341	\$278	\$239	\$277	\$481	\$63	\$102	\$64	(\$140)
BOS	Boston	\$427	\$331	\$269	\$347	\$441	\$96	\$158	\$80	(\$14)
ORD	Chicago	\$303	\$328	\$431	\$286	\$301	(\$25)	(\$128)	\$17	\$2
CVG	Cincinnati	\$461	\$334	\$423	\$356	\$404	\$127	\$38	\$105	\$57
CLE	Cleveland	\$390	\$316	\$419	\$358	\$351	\$74	(\$29)	\$32	\$39
DFW	Dallas	\$369	\$359	\$505	\$361	\$314	\$10	(\$136)	\$8	\$55
DEN	Denver	\$422	\$329	\$429	\$443	\$407	\$93	(\$7)	(\$21)	\$15
DTW	Detroit	\$468	\$329	\$484	\$339	\$353	\$139	(\$16)	\$129	\$115
FLL	Fort Lauderdale	\$438	\$207	\$293	\$407	\$511	\$231	\$145	\$31	(\$73)
RSW	Ft. Myers	\$541	\$411	\$434	\$510	\$581	\$130	\$107	\$31	(\$40)
BDL	Hartford	\$462	\$422	\$304	\$381	\$441	\$40	\$158	\$81	\$21
IAH	Houston	\$359	\$347	\$451	\$367	\$445	\$12	(\$92)	(\$8)	(\$86)
IND	Indianapolis	\$387	\$297	\$253	\$341	\$465	\$90	\$134	\$46	(\$78)
JAX	Jacksonville	\$338	\$261	\$270	\$462	\$411	\$77	\$68	(\$124)	(\$73)
MCI	Kansas City	\$389	\$333	\$293	\$342	\$362	\$56	\$96	\$47	\$27
LAS	Las Vegas	\$437	\$444	\$370	\$451	\$437	(\$7)	\$67	(\$14)	\$0
LAX	Los Angeles	\$553	\$373	\$505	\$565	\$527	\$180	\$48	(\$12)	\$26
MHT	Manchester	\$423	\$425	\$317	\$392	\$480	(\$2)	\$106	\$31	(\$57)
MEM	Memphis	\$440	\$268	\$294	\$236	\$381	\$172	\$146	\$204	\$59
MIA	Miami	\$392	\$304	\$373	\$451	\$454	\$88	\$19	(\$59)	(\$62)
MKE	Milwaukee	\$375	\$321	\$253	\$348	\$431	\$54	\$122	\$27	(\$56)
MSP	Minneapolis/Saint Pa	\$484	\$375	\$353	\$362	\$499	\$109	\$131	\$122	(\$15)
BNA	Nashville	\$283	\$374	\$266	\$203	\$429	(\$91)	\$17	\$80	(\$146)
MSY	New Orleans	\$369	\$233	\$293	\$342	\$421	\$136	\$76	\$27	(\$52)

LGA	New York	\$306	\$373	\$264	\$313	\$337	(\$67)	\$42	(\$7)	(\$31)
EWR	Newark	\$305	\$387	\$349	\$392	\$474	(\$82)	(\$44)	(\$87)	(\$169)
MCO	Orlando	\$274	\$288	\$252	\$330	\$339	(\$14)	\$22	(\$56)	(\$65)
PHL	Philadelphia	\$297	\$349	\$243	\$253	\$279	(\$52)	\$54	\$44	\$18
PHX	Phoenix	\$492	\$319	\$443	\$453	\$515	\$173	\$49	\$39	(\$23)
PIT	Pittsburgh	\$344	\$279	\$291	\$357	\$389	\$65	\$53	(\$13)	(\$45)
PDX	Portland	\$596	\$587	\$644	\$568	\$647	\$9	(\$48)	\$28	(\$51)
PVD	Providence	\$404	\$351	\$214	\$347	\$369	\$53	\$190	\$57	\$35
RDU	Raleigh/Durham	\$367	\$230	\$241	\$446	\$389	\$137	\$126	(\$79)	(\$22)
RIC	Richmond	\$367	\$281	\$253	\$323	\$431	\$86	\$114	\$44	(\$64)
STL	Saint Louis	\$358	\$290	\$284	\$330	\$437	\$68	\$74	\$28	(\$79)
SLC	Salt Lake City	\$512	\$492	\$538	\$537	\$570	\$20	(\$26)	(\$25)	(\$58)
SAT	San Antonio	\$392	\$349	\$307	\$408	\$389	\$43	\$85	(\$16)	\$3
SAN	San Diego	\$464	\$419	\$515	\$516	\$499	\$45	(\$51)	(\$52)	(\$35)
SFO	San Francisco	\$507	\$442	\$452	\$474	\$467	\$65	\$55	\$33	\$40
SRQ	Sarasota/Bradenton	\$549	\$284	\$349	\$566	\$546	\$265	\$200	(\$17)	\$3
SEA	Seattle	\$482	\$470	\$526	\$575	\$642	\$12	(\$44)	(\$93)	(\$160)
SYR	Syracuse	\$506	\$400	\$395	\$513	\$519	\$106	\$111	(\$7)	(\$13)
TPA	Tampa	\$307	\$288	\$293	\$450	\$480	\$19	\$14	(\$143)	(\$173)
YYZ	Toronto	\$650	\$607	\$627	\$620	\$670	\$43	\$23	\$30	(\$20)
DCA	Washington DC	\$378	\$316	\$325	\$325	\$400	\$62	\$53	\$53	(\$22)
IAD	Washington DC	\$361	\$318	\$315	\$305	\$400	\$43	\$46	\$56	(\$39)
PBI	West Palm Beach	\$424	\$207	\$293	\$472	\$444	\$217	\$131	(\$48)	(\$20)

*These sample airfares were available 12/01/11, based on a 21 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

\$73 \$58 \$17 (\$31)

Average Fare difference

Blue highlighted numbers represent fare differentials in excess of \$35 for GSP, \$70 for CLT, \$100 for ATL, and \$35 for TRI.

Asheville Regional Airport
Sample airfares as of 12/01/11
0 Day Advance Purchase, 3 day Stay

							<u>Difference in Fares</u>				
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>TRI-CITIES</u>	
ABQ	Albuquerque	\$934	\$618	\$609	\$826	\$790	\$316	\$325	\$108	\$144	
ATL	Atlanta	\$446		\$581	\$458	\$533	\$446	(\$135)	(\$12)	(\$87)	
AUS	Austin	\$653	\$553	\$487	\$539	\$723	\$100	\$166	\$114	(\$70)	
BWI	Baltimore	\$421	\$367	\$263	\$293	\$731	\$54	\$158	\$128	(\$310)	
BOS	Boston	\$729	\$526	\$203	\$707	\$748	\$203	\$526	\$22	(\$19)	
ORD	Chicago	\$355	\$441	\$640	\$343	\$329	(\$86)	(\$285)	\$12	\$26	
CVG	Cincinnati	\$741	\$496	\$646	\$395	\$922	\$245	\$95	\$346	(\$181)	
CLE	Cleveland	\$699	\$527	\$809	\$417	\$577	\$172	(\$110)	\$282	\$122	
DFW	Dallas	\$441	\$495	\$940	\$325	\$749	(\$54)	(\$499)	\$116	(\$308)	
DEN	Denver	\$597	\$387	\$684	\$483	\$507	\$210	(\$87)	\$114	\$90	
DTW	Detroit	\$463	\$479	\$777	\$245	\$455	(\$16)	(\$314)	\$218	\$8	
FLL	Fort Lauderdale	\$588	\$284	\$461	\$477	\$758	\$304	\$127	\$111	(\$170)	
RSW	Ft. Myers	\$707	\$455	\$461	\$605	\$748	\$252	\$246	\$102	(\$41)	
BDL	Hartford	\$551	\$577	\$459	\$647	\$801	(\$26)	\$92	(\$96)	(\$250)	
IAH	Houston	\$425	\$432	\$837	\$419	\$908	(\$7)	(\$412)	\$6	(\$483)	
IND	Indianapolis	\$663	\$305	\$498	\$621	\$613	\$358	\$165	\$42	\$50	
JAX	Jacksonville	\$862	\$321	\$467	\$923	\$737	\$541	\$395	(\$61)	\$125	
MCI	Kansas City	\$765	\$393	\$449	\$727	\$563	\$372	\$316	\$38	\$202	
LAS	Las Vegas	\$861	\$609	\$552	\$875	\$698	\$252	\$309	(\$14)	\$163	
LAX	Los Angeles	\$1,013	\$409	\$634	\$921	\$802	\$604	\$379	\$92	\$211	
MHT	Manchester	\$801	\$494	\$354	\$707	\$758	\$307	\$447	\$94	\$43	
MEM	Memphis	\$992	\$350	\$725	\$698	\$678	\$642	\$267	\$294	\$314	
MIA	Miami	\$666	\$465	\$594	\$614	\$758	\$201	\$72	\$52	(\$92)	
MKE	Milwaukee	\$674	\$318	\$453	\$697	\$599	\$356	\$221	(\$23)	\$75	
MSP	Minneapolis/Saint Paul	\$549	\$441	\$688	\$739	\$721	\$108	(\$139)	(\$190)	(\$172)	
BNA	Nashville	\$406	\$394	\$498	\$283	\$569	\$12	(\$92)	\$123	(\$163)	
MSY	New Orleans	\$619	\$467	\$356	\$607	\$613	\$152	\$263	\$12	\$6	

LGA	New York	\$360	\$532	\$428	\$315	\$485	(\$172)	(\$68)	\$45	(\$125)
EWR	Newark	\$315	\$479	\$609	\$355	\$701	(\$164)	(\$294)	(\$40)	(\$386)
MCO	Orlando	\$351	\$475	\$412	\$387	\$469	(\$124)	(\$61)	(\$36)	(\$118)
PHL	Philadelphia	\$355	\$683	\$341	\$504	\$451	(\$328)	\$14	(\$149)	(\$96)
PHX	Phoenix	\$637	\$467	\$339	\$633	\$660	\$170	\$298	\$4	(\$23)
PIT	Pittsburgh	\$551	\$474	\$452	\$447	\$637	\$77	\$99	\$104	(\$86)
PDX	Portland	\$950	\$819	\$639	\$918	\$604	\$131	\$311	\$32	\$346
PVD	Providence	\$801	\$668	\$339	\$707	\$748	\$133	\$462	\$94	\$53
RDU	Raleigh/Durham	\$756	\$351	\$447	\$651	\$613	\$405	\$309	\$105	\$143
RIC	Richmond	\$935	\$469	\$498	\$937	\$733	\$466	\$437	(\$2)	\$202
STL	Saint Louis	\$531	\$471	\$455	\$419	\$681	\$60	\$76	\$112	(\$150)
SLC	Salt Lake City	\$771	\$592	\$646	\$658	\$652	\$179	\$125	\$113	\$119
SAT	San Antonio	\$737	\$473	\$405	\$711	\$619	\$264	\$332	\$26	\$118
SAN	San Diego	\$932	\$685	\$558	\$921	\$600	\$247	\$374	\$11	\$332
SFO	San Francisco	\$1,025	\$535	\$386	\$891	\$600	\$490	\$639	\$134	\$425
SRQ	Sarasota/Bradenton	\$927	\$522	\$461	\$876	\$797	\$405	\$466	\$51	\$130
SEA	Seattle	\$931	\$532	\$319	\$883	\$600	\$399	\$612	\$48	\$331
SYR	Syracuse	\$785	\$425	\$460	\$769	\$739	\$360	\$325	\$16	\$46
TPA	Tampa	\$371	\$454	\$518	\$767	\$797	(\$83)	(\$147)	(\$396)	(\$426)
YYZ	Toronto	\$1,159	\$1,029	\$1,530	\$1,179	\$1,057	\$130	(\$371)	(\$20)	\$102
DCA	Washington DC	\$444	\$498	\$472	\$824	\$726	(\$54)	(\$28)	(\$380)	(\$282)
IAD	Washington DC	\$444	\$509	\$472	\$885	\$768	(\$65)	(\$28)	(\$441)	(\$324)
PBI	West Palm Beach	\$585	\$282	\$461	\$477	\$627	\$303	\$124	\$108	(\$42)

\$185 \$130 \$31 (\$10)

Average Fare difference

*These sample airfares were available 12/01/11, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

Blue highlighted numbers represent fare differentials in excess of \$35 for GSP, \$70 for CLT, \$100 for ATL, and \$35 for TRI.

Schedule Weekly Summary Report for all Airlines for Passenger nonstop flights between AVL and ALL for Dec11 vs. Dec10

Mktg Airline	Org	Dst	Miles	Ops/Week				Seats/Week			
				Dec11	Dec10	Diff	Pct Chg	Dec11	Dec10	Diff	Pct Chg
CO	AVL	EWR	583	7	7	0	0.00	350	350	0	0.00
CO	AVL	IAH	834	6	6	0	0.00	300	300	0	0.00
CO	EWR	AVL	583	7	7	0	0.00	350	350	0	0.00
CO	IAH	AVL	834	6	6	0	0.00	300	300	0	0.00
DL	ATL	AVL	164	54	59	-5	-8.47	2,700	2,950	-250	-8.47
DL	AVL	ATL	164	53	59	-6	-10.17	2,650	2,950	-300	-10.17
DL	AVL	DTW	470	6	7	-1	-14.29	300	350	-50	-14.29
DL	AVL	LGA	599	2	7	-5	-71.43	100	350	-250	-71.43
DL	DTW	AVL	470	6	7	-1	-14.29	300	350	-50	-14.29
DL	LGA	AVL	599	2	7	-5	-71.43	100	350	-250	-71.43
FL	AVL	MCO	488	4	3	1	33.33	468	351	117	33.33
FL	MCO	AVL	488	4	3	1	33.33	468	351	117	33.33
G4	AVL	SFB	465	2	0	2	100.00	300	0	300	100.00
G4	SFB	AVL	465	2	0	2	100.00	300	0	300	100.00
UA	AVL	ORD	536	14	14	0	0.00	700	700	0	0.00
UA	ORD	AVL	536	14	14	0	0.00	700	700	0	0.00
US	AVL	CLT	92	53	55	-2	-3.64	2,744	2,744	0	0.00
US	AVL	LGA	599	0	11	-11	-100.00	0	550	-550	-100.00
US	AVL	PHL	503	1	0	1	100.00	50	0	50	100.00
US	CLT	AVL	92	53	54	-1	-1.85	2,764	2,694	70	2.60
US	LGA	AVL	599	0	12	-12	-100.00	0	600	-600	-100.00
US	PHL	AVL	503	1	0	1	100.00	50	0	50	100.00
TOTAL				297	338	-41	-12.13	15,994	17,290	-1,296	-7.50

Schedule Weekly Summary Report for all Airlines for Passenger nonstop flights between AVL and ALL for Jan12 vs. Jan11

Mktg AI	Org	Dst	Miles	Ops/Week				Seats/Week			
				Jan12	Jan11	Diff	Pct Chg	Jan12	Jan11	Diff	Pct Chg
CO	AVL	EWR	583	6	6	0	0.00	300	300	0	0.00
CO	AVL	IAH	834	6	6	0	0.00	300	300	0	0.00
CO	EWR	AVL	583	6	6	0	0.00	300	300	0	0.00
CO	IAH	AVL	834	6	6	0	0.00	300	300	0	0.00
DL	ATL	AVL	164	51	56	-5	-8.93	2,550	2,800	-250	-8.93
DL	AVL	ATL	164	51	56	-5	-8.93	2,550	2,800	-250	-8.93
DL	AVL	DTW	470	5	7	-2	-28.57	250	350	-100	-28.57
DL	AVL	LGA	599	0	7	-7	-100.00	0	350	-350	-100.00
DL	DTW	AVL	470	5	7	-2	-28.57	250	350	-100	-28.57
DL	LGA	AVL	599	0	7	-7	-100.00	0	350	-350	-100.00
FL	AVL	MCO	488	0	3	-3	-100.00	0	351	-351	-100.00
FL	MCO	AVL	488	0	3	-3	-100.00	0	351	-351	-100.00
G4	AVL	SFB	465	2	0	2	100.00	300	0	300	100.00
G4	SFB	AVL	465	2	0	2	100.00	300	0	300	100.00
UA	AVL	ORD	536	14	14	0	0.00	700	700	0	0.00
UA	ORD	AVL	536	14	14	0	0.00	700	700	0	0.00
US	AVL	CLT	92	55	50	5	10.00	3,097	2,474	623	25.18
US	AVL	LGA	599	0	11	-11	-100.00	0	550	-550	-100.00
US	AVL	PHL	503	1	0	1	100.00	50	0	50	100.00
US	CLT	AVL	92	55	49	6	12.24	3,097	2,424	673	27.76
US	LGA	AVL	599	0	12	-12	-100.00	0	600	-600	-100.00
US	PHL	AVL	503	1	0	1	100.00	50	0	50	100.00
TOTAL				280	320	-40	-12.50	15,094	16,350	-1,256	-7.68

Schedule Weekly Summary Report for all Airlines for Passenger nonstop flights between AVL and ALL for Feb12 vs. Feb11

Mktg AI	Org	Dst	Miles	Ops/Week				Seats/Week			
				Feb12	Feb11	Diff	Pct Chg	Feb12	Feb11	Diff	Pct Chg
CO	AVL	EWR	583	6	6	0	0.00	300	300	0	0.00
CO	AVL	IAH	834	6	6	0	0.00	300	300	0	0.00
CO	EWR	AVL	583	6	6	0	0.00	300	300	0	0.00
CO	IAH	AVL	834	6	6	0	0.00	300	300	0	0.00
DL	ATL	AVL	164	54	57	-3	-5.26	2,700	2,850	-150	-5.26
DL	AVL	ATL	164	54	57	-3	-5.26	2,700	2,850	-150	-5.26
DL	AVL	DTW	470	6	7	-1	-14.29	300	350	-50	-14.29
DL	AVL	LGA	599	0	7	-7	-100.00	0	350	-350	-100.00
DL	DTW	AVL	470	6	7	-1	-14.29	300	350	-50	-14.29
DL	LGA	AVL	599	0	7	-7	-100.00	0	350	-350	-100.00
FL	AVL	MCO	488	0	3	-3	-100.00	0	351	-351	-100.00
FL	MCO	AVL	488	0	3	-3	-100.00	0	351	-351	-100.00
G4	AVL	SFB	465	2	0	2	100.00	300	0	300	100.00
G4	SFB	AVL	465	2	0	2	100.00	300	0	300	100.00
UA	AVL	ORD	536	14	14	0	0.00	700	700	0	0.00
UA	ORD	AVL	536	14	14	0	0.00	700	700	0	0.00
US	AVL	CLT	92	55	50	5	10.00	3,117	2,474	643	25.99
US	AVL	LGA	599	0	11	-11	-100.00	0	550	-550	-100.00
US	AVL	PHL	503	1	0	1	100.00	50	0	50	100.00
US	CLT	AVL	92	55	49	6	12.24	3,117	2,424	693	28.59
US	LGA	AVL	599	0	12	-12	-100.00	0	600	-600	-100.00
US	PHL	AVL	503	1	0	1	100.00	50	0	50	100.00
TOTAL				288	322	-34	-10.56	15,534	16,450	-916	-5.57



MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: December 9, 2011

ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances
Month Ended October, 2011 (Month 4 of FY-2012)

SUMMARY

Operating Revenues for the month of October were \$784,732, 3.15% over budget. Operating Expenses for the month were \$534,973, 22.96% under budget. As a result, Net Operating Revenues before Depreciation were \$183,354 over budget. Net Non-Operating Revenues were \$233,162, 3.98% over budget.

Year-to-date Operating Revenues were \$3,130,998, 4.87% over budget. Year-to-date Operating Expenses were \$2,151,229, 17.80% below budget. Net Operating Revenues before Depreciation were \$611,443 over budget. Net Non-Operating Revenues for the year were \$957,008, 7.31% over budget.

REVENUES

Significant variations to budget for October were:

Terminal Space Rentals-Airline	\$14,749	13.29%	Budget based on prior year info before had revised sq. ft. that included A Gates.
Landing Fees	\$18,004	47.99%	Budget based on prior year info before had increased percentage of commercial airline operations.
Reimbursable Costs	(\$25,708)	(55.67%)	Timing of Avcon costs billed to Charah.
Customer Facility Charges	\$23,740	23.98%	Enplanements just over budget.
Passenger Facility Charges	(\$14,062)	(10.08%)	Enplanements just over budget. (PFC charges are based on current month ticket purchases, not current month enplanements, so they do not fluctuate exactly with enplanements.)

Information Section – Item B



EXPENSES

Significant variations to budget for October were:

Personnel Services	(\$38,013)	(11.47%)	4.5 FTE vacant positions and portion of pay adjustments not awarded July 1 st .
Professional Services	(\$17,734)	(80.06%)	Timing of Professional Services spending.
Operating Supplies	(\$20,461)	(56.80%)	Timing of Operating Supplies spending.
Emergency Repair	(\$13,446)	(87.36%)	Timing of Emergency Repair spending.
Reimbursable Costs	(\$25,708)	(55.67%)	Timing of Avcon costs billed to Charah.

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash – Cash increased by \$408k mainly due to positive operating cash flow offset by very little capital spending.

Property and Equipment, Net – Property and Equipment, Net decreased by \$391k due to the current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of October 31, 2011**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.25%	\$ 6,070,506	1,050
Petty Cash				100	
NC Capital Management Trust				217,078	6
Wachovia-Gov. Advantage Acct.			0.02%	4,190,513	23
PFC Revenue Account			0.25%	172,637	237
Additional Collateral Fund			0.02%	1,957,929	11
<u>Restricted Cash:</u>					
CFC Revenue			0.02%	153,338	8
<u>Commercial Paper:</u>				0	
Total				<u>\$ 12,762,101</u>	<u>\$ 1,334</u>

Investment Diversification:

1.BANKS	50.12%
2.CAP.TRUST	1.70%
3.GOV.ADV.ACCTS.	48.18%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	<u>100.00%</u>

**ASHEVILLE REGIONAL AIRPORT
STATEMENT OF CHANGES IN FINANCIAL POSITION
For the Month Ended October 31, 2011**

	<u>Current Month</u>	<u>Prior Period</u>
Cash and Investments Beginning of Period	\$ 12,353,996	\$ 12,007,966
Net Income/(Loss) Before Capital Contributions	92,375	(6,376)
Depreciation	390,546	390,546
Decrease/(Increase) in Receivables	(54,031)	62,312
Increase/(Decrease) in Payables	219,363	(36,517)
Decrease/(Increase) in Prepaid Expenses	18,123	18,123
Decrease/(Increase) in Long Term Assets	(222,386)	(46,346)
Principal Payments of Bond Maturities	(35,885)	(35,712)
Contributed Capital	-	-
Increase(Decrease) in Cash	<u>408,105</u>	<u>346,030</u>
Cash and Investments End of Period	<u>\$ 12,762,101</u>	<u>\$ 12,353,996</u>

Asheville Regional Airport Authority
Detailed Statement of Revenue, Expenses and Changes in Net Assets

For the Month Ending October 31, 2011

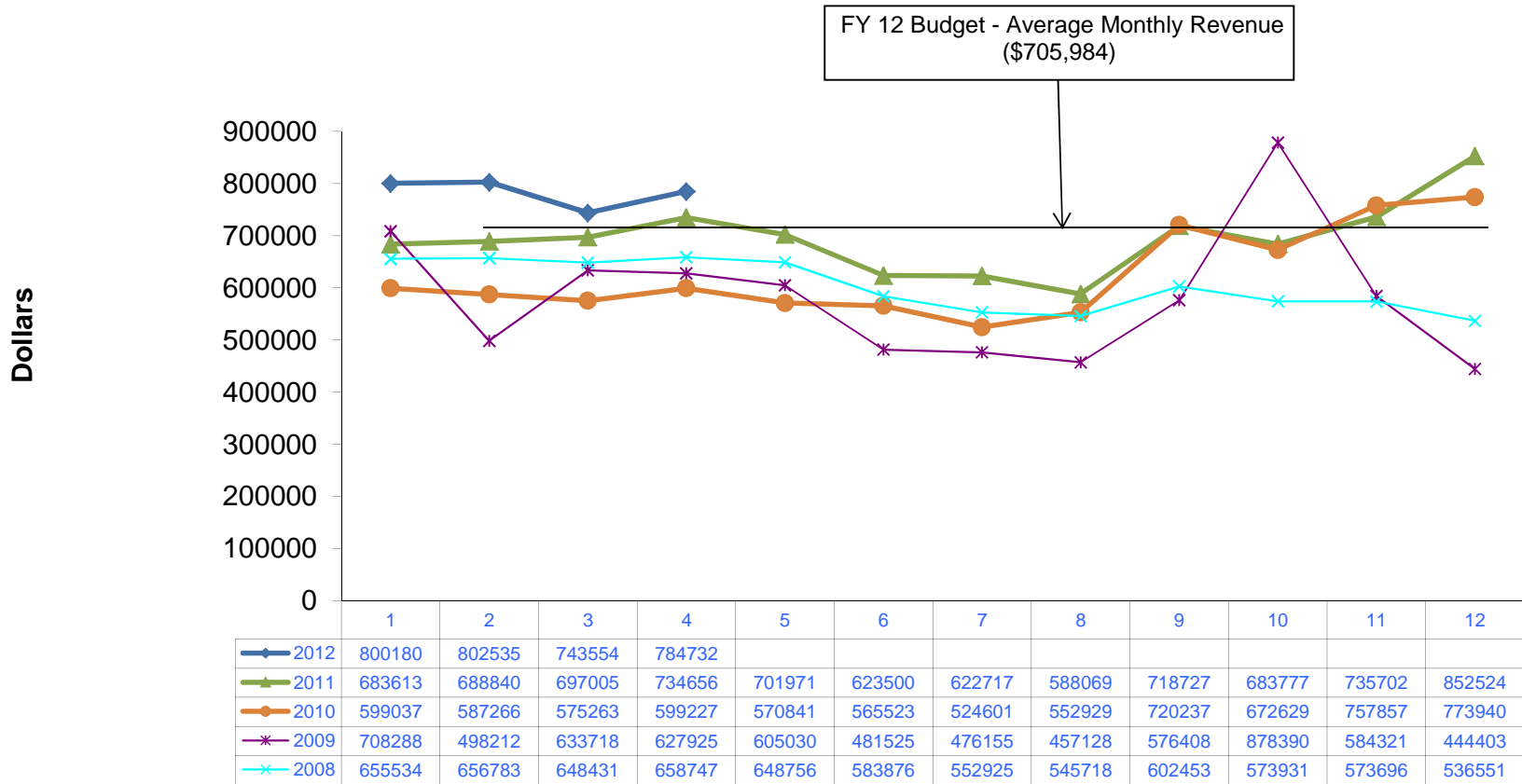
	October Actual	October Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$17,256	\$17,184	\$72	0.42%	\$68,156	\$68,735	(\$579)	(0.84%)	\$206,204
Terminal Space Rentals - Airline	125,688	110,939	14,749	13.29%	514,626	430,705	83,921	19.48%	1,200,905
Concessions	18,670	16,996	1,674	9.85%	77,369	66,483	10,886	16.37%	188,950
Auto Parking	231,963	234,000	(2,037)	(0.87%)	932,788	936,000	(3,212)	(0.34%)	2,615,200
Rental Car - Car Rentals	114,858	108,178	6,680	6.18%	448,131	429,357	18,774	4.37%	1,294,778
Rental Car - Facility Rent	48,297	45,721	2,576	5.63%	186,138	181,681	4,457	2.45%	547,447
Commercial Ground Transportation	1,575	-	1,575	100%	20,970	10,200	10,770	105.59%	27,200
Landing Fees	55,523	37,519	18,004	47.99%	236,762	137,764	98,998	71.86%	417,397
FBO'S/SASO'S	79,486	75,011	4,475	5.97%	322,096	300,045	22,051	7.35%	900,136
Building Leases	11,290	12,253	(963)	(7.86%)	43,211	49,010	(5,799)	(11.83%)	147,030
Land Leases	1,980	1,966	14	0.71%	7,792	7,863	(71)	(0.90%)	23,590
Other Leases/Fees	57,675	54,848	2,827	5.15%	210,814	182,964	27,850	15.22%	449,570
Reimbursable Costs	20,471	46,179	(25,708)	(55.67%)	62,145	184,714	(122,569)	(66.36%)	453,405
Total Operating Revenue	\$784,732	\$760,794	\$23,938	3.15%	\$3,130,998	\$2,985,521	\$145,477	4.87%	\$8,471,812
Operating Expenses:									
Personnel Services	\$293,317	\$331,330	(\$38,013)	(11.47%)	\$1,233,915	\$1,335,449	(\$101,534)	(7.60%)	\$4,069,180
Professional Services	4,417	22,151	(17,734)	(80.06%)	32,124	77,266	(45,142)	(58.42%)	235,340
Accounting & Auditing	-	-	-	#DIV/0!	6,000	6,000	-	0.00%	20,000
Other Contractual Services	59,473	62,368	(2,895)	(4.64%)	221,544	239,002	(17,458)	(7.30%)	705,114
Travel & Training	11,193	19,718	(8,525)	(43.23%)	33,926	56,242	(22,316)	(39.68%)	205,550
Communications & Freight	4,652	5,529	(877)	(15.86%)	20,311	23,116	(2,805)	(12.13%)	69,408
Utility Services	32,042	37,682	(5,640)	(14.97%)	128,985	148,109	(19,124)	(12.91%)	470,045
Rentals & Leases	1,042	1,060	(18)	(1.70%)	4,709	4,790	(81)	(1.69%)	14,920
Insurance	15,303	17,146	(1,843)	(10.75%)	61,210	68,583	(7,373)	(10.75%)	205,750
Repairs & Maintenance	23,441	30,078	(6,637)	(22.07%)	72,218	120,201	(47,983)	(39.92%)	356,972
Advertising, Printing & Binding	27,252	31,057	(3,805)	(12.25%)	57,044	53,360	3,684	6.90%	198,013
Promotional Activities	12,136	18,834	(6,698)	(35.56%)	33,163	52,517	(19,354)	(36.85%)	99,000
Other Current Charges & Obligations	5,654	6,166	(512)	(8.30%)	22,288	24,664	(2,376)	(9.63%)	82,600
Office Supplies	105	1,098	(993)	(90.44%)	1,592	4,392	(2,800)	(63.75%)	13,175
Operating Supplies	15,562	36,023	(20,461)	(56.80%)	90,617	124,689	(34,072)	(27.33%)	305,547
Books, Publications, Subscriptions & Meml	616	1,477	(861)	(58.29%)	4,518	9,030	(4,512)	(49.97%)	40,430
Contingency	-	4,750	(4,750)	0.00%	-	9,500	(9,500)	0.00%	47,500
Emergency Repair	1,945	15,391	(13,446)	(87.36%)	57,892	69,219	(11,327)	(16.36%)	100,000
Reimbursable Costs	20,471	46,179	(25,708)	(55.67%)	62,145	184,714	(122,569)	(66.36%)	453,405
Business Development	6,352	6,352	-	0.00%	7,028	6,352	676	0.00%	300,000
Total Operating Expenses	\$534,973	\$694,389	(\$159,416)	(22.96%)	\$2,151,229	\$2,617,195	(\$465,966)	(17.80%)	\$7,991,949

Operating Revenue before Depreciation	\$249,759	\$66,405	\$183,354	276.11%	\$979,769	\$368,326	\$611,443	166.01%	\$479,863
Depreciation	390,546	-	390,546	0.00%	1,562,183	-	\$1,562,183	0.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses	(\$140,787)	\$66,405	(\$207,192)	(312.01%)	(\$582,414)	\$368,326	(\$950,740)	(258.12%)	\$479,863
Non-Operating Revenue and Expense									
Customer Facility Charges	\$122,740	\$99,000	\$23,740	23.98%	\$456,896	\$378,000	\$78,896	20.87%	\$ 900,000
Passenger Facility Charges	125,438	139,500	(14,062)	(10.08%)	560,821	571,950	(11,129)	(1.95%)	1,395,000
Interest Revenue	1,334	2,083	(749)	(35.96%)	5,723	8,333	(2,610)	(31.32%)	25,000
Interest Expense	(16,350)	(16,350)	-	0.00%	(66,432)	(66,432)	-	0.00%	(190,932)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$233,162	\$224,233	\$8,929	3.98%	\$957,008	\$891,851	\$65,157	7.31%	\$2,129,068
Income (Loss) Before Capital Contributions	\$92,375	\$290,638	(\$198,263)	(68.22%)	\$374,594	\$1,260,177	(\$885,583)	(70.27%)	\$2,608,931
Capital Contributions	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Increase in Net Assets	\$92,375	\$290,638	(\$198,263)	(68.22%)	\$374,594	\$1,260,177	(\$885,583)	(70.27%)	\$2,608,931

ASHEVILLE REGIONAL AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
As of October 31, 2011

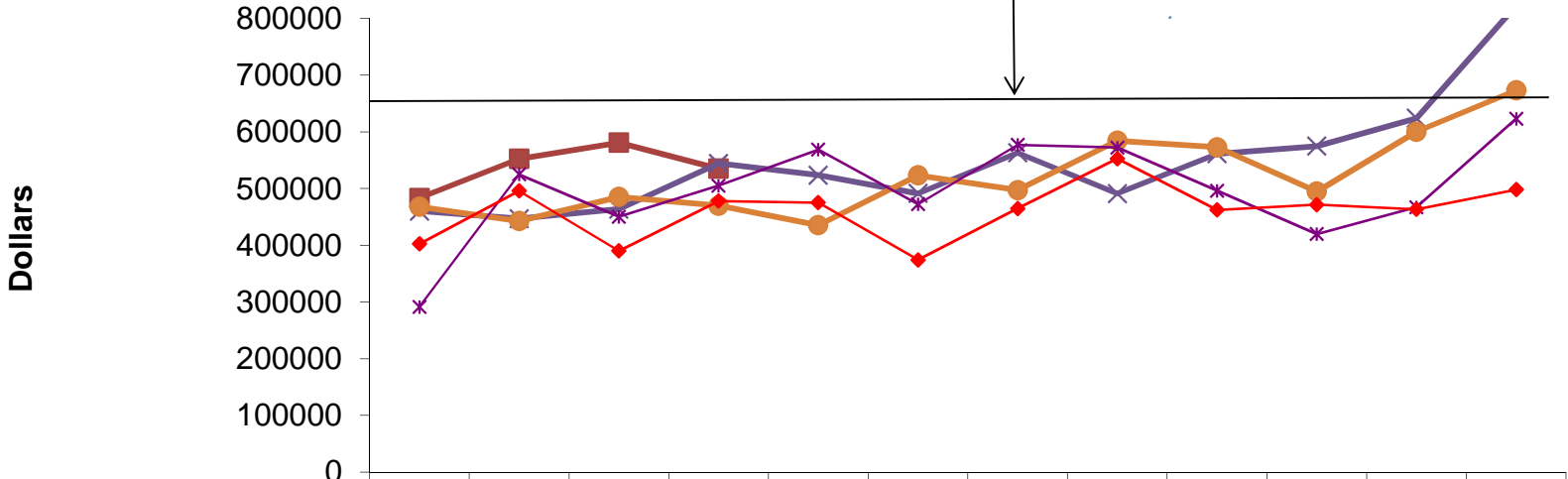
	October	Last Month
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$12,608,763	\$11,897,277
Accounts Receivable	586,994	490,365
Passenger Facility Charges Receivable	161,723	207,000
Refundable Sales Tax Receivable	185,976	183,296
Grants Receivable	0	0
Prepaid Expenses	146,768	164,892
Total Unrestricted Assets	13,690,224	12,942,830
Restricted Assets:		
Cash and Cash Equivalents	153,338	456,719
Total Restricted Assets	153,338	456,719
 Total Current Assets	 13,843,562	 13,399,549
Noncurrent Assets:		
Construction in Progress	941,585	719,199
Property and Equipment - Net	67,983,154	68,373,700
Total Noncurrent Assets	68,924,739	69,092,899
	 \$82,768,301	 \$82,492,448
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$657,197	\$494,948
Customer Deposits	750	750
Unearned Revenue	261,136	204,023
Construction Contract Retainages	0	0
Revenue Bond Payable - Current	444,364	442,230
Total Payable from Unrestricted Assets	1,363,447	1,141,951
 Total Current Liabilities	 1,363,447	 1,141,951
Noncurrent Liabilities:		
Other Postemployment Benefits	675,326	675,326
Compensated Absences	284,140	284,140
Net Pension Obligation-LEO Special Separation Allowance	(29,392)	(29,392)
Revenue Bond Payable - Noncurrent	2,908,452	2,946,471
Total Noncurrent Liabilities	3,838,526	3,876,545
 Total Liabilities	 5,201,973	 5,018,496
Net Assets:		
Invested in Capital Assets	65,571,923	65,704,198
Restricted	153,338	456,719
Unrestricted	11,841,067	11,313,035
Total Net Assets	77,566,328	77,473,952
	 \$82,768,301	 \$82,492,448

ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month October 2011



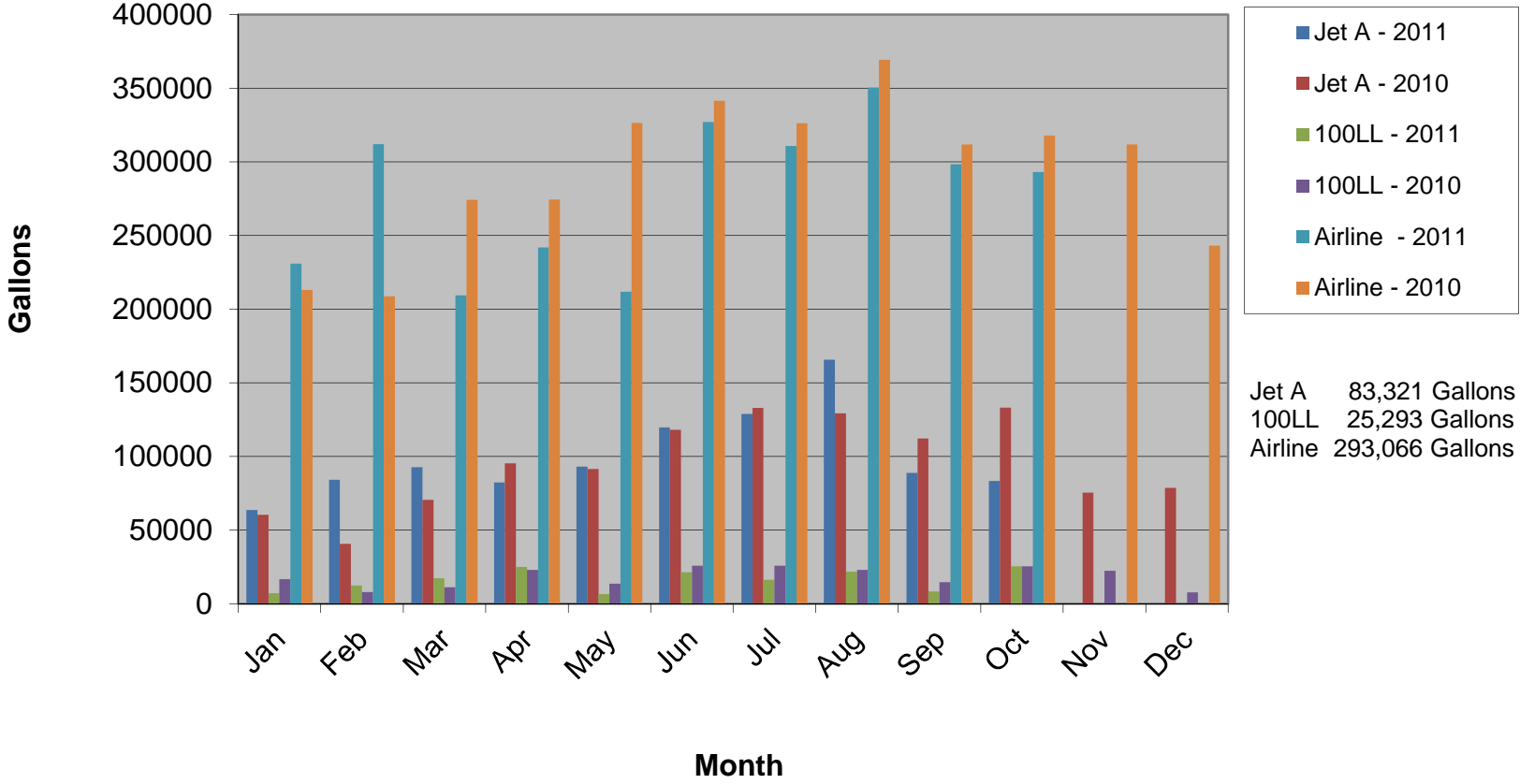
ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month October 2011

FY 12 Budget - Average Monthly Expenses (\$665,579)



	1	2	3	4	5	6	7	8	9	10	11	12
2012	483172	552304	580783	534973								
2011	460293	446755	463759	544121	523548	491409	563079	491206	561205	574721	624072	822290
2010	467857	442707	485301	469739	435459	523232	497363	584345	572841	494683	600079	673134
2009	291451	525055	450202	505107	568702	472289	576901	572123	496133	419732	467167	623246
2008	402516	495745	390008	477837	475124	374046	464875	552541	462244	471447	463499	497952

AVL Fuels Sales - Gallons October 2011



Asheville Regional Airport Authority
Project Report - December 2011

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2011)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2011)	Start Date	End Date	Current Project Status (as of 12/01/2011)
Planning Phase														
Design Phase														
1	Airport Master Plan	To update and bring current the plans for development and improvements to promote growth at the airport	Delta Airport Consultants	\$832,500.00	N/A	N/A	\$0.00	0.00%	\$832,500.00	10%	\$83,250.00	Sep-11	Jan-13	Delta Airports continue to accumulate information, as well as information being provided by AVL staff. An Advisory Committee kickoff meeting is scheduled for January 5, 2012. Introduction and forecast data draft chapters have been produced.
2	ARFF Facility	Design and construct a new Aircraft Rescue and Firefighting Facility consisting of up to 5 vehicle bays; operations support; dispatch and communication office; training and living spaces.	LPA Group	\$541,409.00	N/A	N/A	\$0.00	0.00%	\$541,409.00	5%	\$0.00	Jul-11	Jul-13	Project on temporary hold for design.
Construction Phase														
1	Westside Area 4 Phase 1 and 1A Construction	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$290,000.00	Charah	N/A	\$42,750.00	14.74%	\$325,000.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	90%	\$281,625.74	Jul-10	Dec-11	The haul/service road has been paved at Charah's expense to provide a safer route for the heavy equipment and vehicles and keep dust control efforts to a minimum. Ash continues to be placed in subcells 7 and 8 without incident. Grit tank has been installed.
2	Westside Phase 2	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$349,732.00	Charah	N/A	\$0.00	0.00%	\$349,732.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	20%	\$47,431.50	Feb-11	Jan-12	Phase 2 work continues as weather permits. A large sediment basin has been left in place until winter operations are complete.
3	B-Gates Renovations	Update current interior decore to have a resembled look to the new Gates 1-3. This will include new terrazzo floor, matching carpet, column wraps and possible airline counters.	N/A	N/A	Perry Bartsch Jr. Construction	\$184,097.00	\$9,543.00	5.18%	\$250,000.00	95%	\$193,725.32	Sep-11	Dec-11	Project has the punch list items to be scheduled for completion. Terrazzo floor will have some areas to be repaired but overall Contractor work is completed. Expectation of completion of punch list items is end of December. In-House work including new LCD Fids and PA systems are pending with equipment on order.