

Nevada Local Government Retention Schedule

Airports

Section Number

S-1002

Activity Reports

LRDA Number **2007-0112**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records documenting various indicators of activity associated with local government owned or operated airports. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, car rental outlets, as well as others.	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for three (3) calendar years from the year created.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Airport Aid Program Grantees: Affirmative Action Plans

LRDA Number **2007-0122**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
Records in this series document specific and result-oriented procedures used to achieve equal employment opportunity. This series may include, but is not limited to, affirmative action plans, compliance reports, statistical reports, employment reports, and related records.	Three (3) fiscal years, or for the period during which the federal financial assistance is made available, whichever is longer.	14 CFR 152.415	None	None

Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration

LRDA Number **2007-0123**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains reports that enable the FAA Office of Civil Rights to ascertain if there has been compliance with the non-discrimination in airport aid program. The series may include, but is not limited to, compliance reports, statistical reports, correspondence and related records.	Three (3) fiscal years or for the period during which the Federal financial assistance is made available, whichever is longer.	14 CFR 152.415	None	None

Airport Certification Manuals or Specifications

LRDA Number 2007-0114

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other Federal or State agencies. Records in this series may include, but are not limited to, certification applications, airport certification manuals, operating procedure manuals, facility and equipment descriptions, responsibility assignments, self inspection plans, maintenance manuals, and any documentation bearing directly on the issuance or renewal of licenses.	Retain certification manuals or specifications Permanently. Retain other records related to certification two (2) calendar years after expiration.	14 CFR 139.203 to 139.205, 14 CFR 139.301, NRS 239C.090, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	This record series may contain confidential or restricted information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	Records not retained permanently must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Airport Emergency Documentation Records

LRDA Number 2007-0119

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series of records may include, but is not limited to, alerts (all stages), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents.	Three (3) calendar years from date of last action.	NRS 239C.090, NRS 11.190 (3)(d), NRS 11.190 4(e), NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Airport Emergency Planning Records

LRDA Number 2007-0118

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the development and maintenance of airport emergency plans, created to minimize the possibility and extent of personal injury and property damage in the event of an emergency.	Retain records described in 14CFR 139.325 - Permanently.	49 CFR 1520.5, 14CFR 139.325, 239C.090	This record series contains confidential or restricted information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	None

Airport Fueling Agent Inspections

LRDA Number 2007-1373

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents established standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel, lubricants, and oxygen at the airport. These standards cover facilities, procedures, and fueling personnel training. This series may contain, but is not limited to, inspection reports, training reports, records documenting fire safety in mobile fuelers, fueling pits, fueling cabinets, fuel farms and storage areas, storage area access reports, corrective action records, reports submitted to the FAA, copy of the fire code of the public body having jurisdiction over the airport, related correspondence and similar documents.	Two (2) calendar years from the date of the inspection.	14 CFR 139.321, NRS 11.90 (4)(e), NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Airport Law Enforcement Activity Records

LRDA Number 2007-1377

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. This series may include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; the number of detentions and arrests made, name, address, and the immediate disposition of each individual detained or arrested, the type of deadly or dangerous weapon, explosive, or incendiary confiscated, and the identification of the aircraft operator or foreign air carrier on which the individual detained and/or arrested was screened, or was scheduled to be a passenger.	Three (3) calendar years from date of last action.	49 CFR 1542.215 to 1542.221, NRS 11.190 3(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	This record series may contain confidential or restricted information. This record series should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Airport Project Records

LRDA Number 2007-1378

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document airport construction projects. This series may contain, but is not limited to, engineer's project notes, inspection reports, as-built drawings, land use maps, drainage and pavement drawings, airport layout plans, master plan maps, aerial photographs, topography maps, standard maps, property surveys, land use policy plans, project details, studies, reports, notes, correspondence and related documents.	Permanent.	NRS 239C.090	This record series may contain confidential or restricted information.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Daily Log of Control Center

LRDA Number 2007-0117

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the daily activities of an airport control center. This series may include, but is not limited to, information on weather conditions, arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, planned or special events in or around the airport, correspondence and similar records.	Two (2) calendar years from date of record.	49 CFR 1520.5, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Escort Log

LRDA Number 2007-0120

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is a log of individuals who do not have unescorted access authority, and must be escorted into secure or other areas of the airport.	Six (6) month from date of log.	None	None	None

Federal Aid to Airport Records

LRDA Number 2007-0121

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer grants of funds from the federal government for airport planning and engineering, or airport development. This series may include, but is not limited to, airport layout plans, preliminary plans and specifications, invoices, cost estimates, payrolls, vouchers, cancelled checks or warrants, receipts, and similar records.	Three (3) fiscal years after the date of the final grant payment.	14 CFR 151.55	None	None

Navigational Facilities Maintenance and Operation Records

LRDA Number 2007-1376

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the maintenance and operation of various types of airport navigational equipment. Examples include non-directional radio beacon facilities, instrument landing system facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. May also include: maintenance manuals, meter readings, adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, various forms, copies of reports submitted to the FAA and related documents.	Six (6) calendar years after equipment is permanently removed from service.	14 CFR 171.13, 14 CFR 171.33, 14 CFR 171.53, 14 CFR 171.117, 14 CFR 171.163, 14 CFR 171.213, 14 CFR 171.275, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None	None

Noise Compatibility Planning Records

LRDA Number 2007-0125

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the development of a noise compatibility program to moderate the impact of noise in areas surrounding airports. This series may include, but is not limited to, studies, reports, noise exposure and other maps, hearing records, public statements and similar records.	Retain records described in 14 CFR 150.23 (e)- Permanently. Retain other records related to noise abatement and control for two (2) calendar years after program approved.	14 CFR 150.23 (e)	None	None

Notices to Airmen (NOTAM)

LRDA Number 2007-0127

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the notification of air carriers of changes in airport conditions. Subjects may include airway changes, chart corrections, facility changes, procedural changes, flight advisories and restrictions, construction information, maintenance information, special notices, and related records.	Two (2) calendar years after notice is removed.	None	None	None

Parking Positions for Aircraft

LRDA Number 2007-0129

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series details the parking positions for aircrafts using municipally owned or operated airports.	Six (6) months after superseded.	None	None	None

Passenger Facility Charges (PFC)

LRDA Number 2007-0130

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the imposition of FAA approved Passenger Facility Charges (PFC), to finance eligible airport related projects. This series may include, but is not limited to, application, written competition plan, notice to air carriers, project descriptions, project justifications, detailed financial plans, meeting notes and minutes, accounting records, audit files, correspondence, and related records.	Three (3) calendar years after completion of project.	14 CFR 158 (Appendix A to Part 158 -#10), 14 CFR 158.61 to 158.71	None	None

Security Program Records

LRDA Number 2007-0131

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the objectives, methods, and procedures, designed to prevent or reduce illegal activities or interference with civil aviation. This series may include, but is not limited to, airport description, maps, master security plan, access control information, training programs, incident management procedures, procedures for public advisories, law enforcement personnel information, contingency plans and related records.	Retain program records described in 49 CFR 1542.103 permanently. Retain other security program records for a minimum period of two (2) calendar years after they have been superseded.	49 CFR 1542.103, NRS 239C.090, NAC 239.165 (1)(2)	This record series contains confidential or restricted information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	Records to be disposed must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Self-Inspection Program Records

LRDA Number 2007-0133

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents daily, (except as required by the airport certification manual or airport certification specifications or as a result of unusual conditions) inspections that show conditions found, and all corrective actions taken. Series may include, but is not limited to, inspection procedures, daily inspection reports, daily maintenance log, lists of equipment used in conducting safety inspections, facility information, and related records.	One (1) calendar year from the date of the inspection.	14 CFR 139.327, NAC 239.165 (1)(2)	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].