

AVIATION MANAGEMENT & FLIGHT

COMPUTING AND CHARTER SERVICE

190.01 Invoice Vouchers (Originals)

Dates: 1965 –
Volume: 30 Cu. Ft.
Annual Accumulation: 1 1/3 Cu. Ft.
Arrangement: By date order/numerical

This record series consists of the invoice vouchers maintained by the Office of Computing and Charter Services. The records generally include vouchers used to buy fuel, charter planes, pay for repairs, etc.

This item supersedes State Records Application 87-63, item 77, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in the office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

190.02 Charter Reports

Dates: 1973 –
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical

This record series consists of forms with information about charter flights. Information included in this series are: trip number, plane model; plane number, date; pilot/co-pilot; destination; on/off; total; stops; distance; total mileage; flight time; waiting time; passenger signature; total number of passengers; ticket number; cash/charge; SIU account; account number; weight of all seats, baggage and fuel; total weight, maximum allowable take off weight and center of gravity.

This item supersedes State Records Application 87-63, item 78, to provide for the incorporation of the file series into this revised records disposition application. (No changes in the previously approved disposition is proposed.)

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.