

Recommendation: Retain in the office for five (5) years following the date of termination or separation of employee, then dispose of provided no litigation is pending or anticipated.

200.03 Aircraft Ownership Files (Duplicates)

Dates: 1960 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by FAA
identification number

This record series consists of files documenting the purchase of all aircraft owned by the Air Institute. A typical file would include: original bills of sale; duplicate purchase orders; Department of Revenue tax exemption forms (form RR556); aircraft sales records, and bid-letting information. The originals of all of these documents (except the bills of sale) are maintained by the Purchasing Section.

This item supersedes State Records Application 87-63, item 90, 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 until aircraft is sold or traded, then dispose of provided no litigation is pending or anticipated.