

**COLLEGE OF APPLIED SCIENCES AND ARTS
AVIATION MANAGEMENT AND FLIGHT**

820.01 General Administrative Correspondence

Dates: 1984 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical by subject

This record series consists of the routine, day-to-day correspondence generated and received by the Aviation Flight Division of the College of Technical Careers.

This item supersedes State Records Application 87-63, item 1149, 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 three (3) years in office, then dispose of provided no litigation is pending or anticipated.

820.02 Proficiency Forms (Duplicates)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

These forms must be completed in order for a student to take a proficiency test and thereby receive credit for experience gained from places other than SIU. This information also goes on the student's final record.

The originals of these forms are maintained in each respective student's file by the Office of Admissions and Records.

This item supersedes State Records Application 87-63, item 1150, to provide for the

required to be kept on all current flight instructors by the Federal Aviation Agency.

This item supersedes State Records Application 87-63, item 1152, 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 five (5) years after date of separation of employment, then dispose of.

820.05 Rental Pilot Applications

Dates: 1985 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: 1/4 Cu. Ft.
Arrangement: Alphabetical by name

These forms must be completed by any pilot renting aircraft from the Air Institute. Information included would be: pilot's name, address, home phone, business phone, pilot certification number, medical class and expiration date and ratings; whether or not he/she possesses a radio operator's permit; a summarization of his/her flight experience, and whether or not he/she is familiar with various aviation instruments and procedures.

This item supersedes State Records Application 87-63, item 1153, 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 one (1) year after date of last rental, then dispose of provided no litigation is pending or anticipated.

820.06 Student Account Records

Dates: 1983 -

Volume: 20 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical by name

These files are utilized in the tracking and maintenance of students' financial accounts with the Aviation Flight Division. Included would be: dispatch sheets (detailing the aircraft or simulation assigned each student and the corresponding out in times); update summaries (periodically stating flight time completed, additional flight time required, and funds remaining in the account), and copies of payment forms (showing funds received from students). Original records documenting these transactions are maintained by the General Accounting Office.

This item supersedes State Records Application 87-63, item 1154, 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 office for three (3) 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.

820.07 Student Flight Records

Dates: 1983 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name

This record series contains the university's official student flight records. Included are records of each daily flight taken and training course outlines (detailing classes taken, training completed, proficiency tests passed, and areas needing improvement).

This item supersedes State Records Application 87-63, item 1155, 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 five (5) years following date of graduation or last attendance, then dispose of.

820.08 Flight Order Billings

Dates: 1983 -
Volume: 4 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of billings for flight instruction, books, aircraft rental, and extra flight time. Billings for students' original flight fees are paid through the Bursar's Office and are not included in this record series.

Daily business summaries of these billings are submitted to the Bursar's Office.

This item supersedes State Records Application 87-63, item 1156, 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 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.