



# Blue Grass Airport

## Records Retention Schedule

Prepared by the State Records Branch  
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

## GLOSSARY OF TERMS For Records Retention Schedules

- Permanent (P)** Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
- Confidential (C)** Records deemed unavailable for review by the public after applying the state’s Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
- Vital Record (V)** Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
- Duplicates** Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.
- Destruction Certificate** A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website ([www.kdla.ky.gov](http://www.kdla.ky.gov)). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).
- After Audit** A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

### RECORDS RETENTION SCHEDULE


#### Signature Page

Blue Grass Airport	June 11, 2015
_____ Agency	_____ Schedule Date
_____ Unit	_____ January 18, 2024 Change Date
	_____ January 18, 2024 Date Approved By Commission

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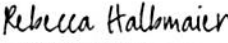


#### APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

_____ Agency Head	_____ Date of Approval
_____ Agency Records Officer	_____ Date of Approval
<small>DocuSigned by:</small>  <small>C1805A33700E433</small>	_____ 1/18/2024
State Archivist and Chairman, State Libraries, Archives, and Records Commission	_____ Date of Approval

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The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:

 <small>3105F4E15442E</small>	_____ 1/2/2024
Records Analyst/Regional Administrator	_____ Date of Approval
 <small>787A3F5C58E411</small>	_____ 12/22/2023
Appraisal Archivist	_____ Date of Approval
 <small>20E5FCB90C1E4F0</small>	_____ 12/26/2023
State/Local Records Branch Manager	_____ Date of Approval

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The determination as set forth meets with my approval.

 Auditor of Public Accounts	_____ 1/23/2024 Date of Approval
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**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
Administration

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6760</b>	<b>Appraisals</b>	This record series is used to document all types of appraisals for all purposes, including but not limited to appraisals for insurance purposes.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series is an appraisal document received from appraisal company-the form and format is determined by them, based upon the requested nature of the appraisal. Usually contains real property listing and description, pictures, sq. footage or similar data.
	<b>Retention and Disposition</b>	Retain permanently.
<b>L6761</b>	<b>Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Compliance Records</b>	This record series is used to document activities related to ACDBE (Airport Concession Disadvantaged Business Enterprise) compliance efforts. These are FAA (Federal Aviation Administration) or DOT (Department of Transportation) programs, with related reporting responsibilities. Records include the filed ACDBE Program; ACDBE Overall Goal; and Uniform Report of ACDBE Participation, along with associated records. These are all forms/reports that follow a US government report format and structure. Grant assurances require program involvement. Goals are set every 3 years, with required annual reporting against the goals. (Pending series/description approval by state.)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the standard reporting format, determined by US government-goals and related compliance statistical information.
	<b>Retention and Disposition</b>	Retain seven (7) years. Destroy after audit.
<b>L6762</b>	<b>Commercial Vehicle Records – Ground Transportation Operators</b>	This record series is used to document the process by which commercial vehicle permits are granted to ground transportation companies operating within the airport. These are both annual permits and two year (per trip) permits.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the application, name of applying company, list of requested vehicles for permitting and certificate of insurance coverage.
	<b>Retention and Disposition</b>	Retain three (3) years, then destroy.
<b>L6763</b>	<b>Request for Proposals - New Business Opportunities</b>	This record series is used to document request for proposals issued by the airport to solicit new restaurants, new food and beverage operators or other new business opportunities at the airport. They may be issued as a result of an expiring contract, or as new space becomes available. These opportunities are advertised through various means, including the company internet and the newspaper of record. These are submitted and evaluated against various criteria and then presented to the Board Business Management Committee, and if approved, to the full Board for approval.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain information regarding airport operations, passenger volume and trends, requested general concept desired, blank forms for proposer completion, staffing, quality of service measures, insurance and legal/regulatory requirements and draft agreement. Also contain the proposer documents with information which addresses the requested info and evaluation sheets by airport personnel.
	<b>Retention and Disposition</b>	Retain three (3) years, then destroy.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
Administration

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6764	<b>Concession Monthly Safety Audits</b>	This record series is used to document audits performed of each store every 4 months to evaluate their cleanliness, customer service, food quality, and for compliance with contractual standards and general levels of customer service.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain individual audits for each store, period audited, store name, date, time, scores, scoring summary, auditor comments and pictures.
	<b>Retention and Disposition</b>	Retain three (3) years, then destroy.
L6765	<b>Insurance Inspection Reports</b>	This record series is used to document the assessment of risks completed by insurance companies.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the narrative of risk assessments, name of person doing assessment, name of facility, date and insurance company.
	<b>Retention and Disposition</b>	Retain seven (7) years, then destroy.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Engineering and Maintenance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6815	<b>Maps (V)</b>	<p>This record series documents maps, intended for public distribution, which consist of images and/or data plotted to show geographic points at which various objects, incidents or phenomena occur across the local coverage. Examples of these include roads, parcels, infrastructure, boundaries, zones and districts, topographical or geological features, recreational trails, or cemeteries in the coverage area (city, county, region). These maps may be maintained in paper or in electronic format. Electronic maps consist of static images or dynamic packages produced by a Geographic Information System (GIS). These GIS databases may be unique to one local agency or developed and maintained through a cooperative effort of several agencies (public and private) across a city, county, or region. In these cooperative systems various entities feed data into layers that are linked to detailed attribute information or descriptions stored in a database. The GIS software access this integrated graphic and attribute information to support all mapping, geographic query, and analysis applications. (for more detailed information about GIS databases, see attachment.) Some of this data may be shared or made available through Internet mapping applications on the local level and the KYGEONET, the Commonwealth's enterprise geographic information system. (The KYGEONET is described in Series 05431, scheduled under the Division of Geographic Information.)</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain: Surveys, plats, maps, plans, drawing, and images. GIS databases contain: spatial coordinates, plotted images and/or other data. Large GIS databases may contain raster data (images) and vector data (plotted points) in various layers organized into categories such as: Parcel, Centerline, Aerial, Building, Critical Infrastructure (water/sewer), Topology/LiDAR, Drainage, Zoning, and Voting Precincts. GIS databases will also contain appropriate metadata.</p> <p><b>Retention and Disposition</b> Agencies should capture one (1) copy (paper or digital) of static maps. Retain permanently. Duplicate copies and copies made for internal reference may be destroyed when no longer needed. Agencies should take periodic snapshots of GIS data. To help determine rate and methods of capture, please contact KDLA Archives and Records Management Division staff.</p>
L6816	<b>Disadvantaged Business Enterprise (DBE) Program Compliance Records</b>	<p>This record series is used to document activities related to DBE (Disadvantaged Business Enterprise) compliance efforts. These are FAA (Federal Aviation Administration) or DOT (Department of Transportation) programs, with related reporting responsibilities. Records include the filed DBE Program; DBE Overall Goal; and Uniform Report of DBE Commitments/Awards and Payments, along with associated records. These are all forms/reports that follow a US government report format and structure. Grant assurances require program involvement. Goals are set every 3 years, with required annual reporting against the goals.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain the standard reporting format, determined by US government-goals and related compliance statistical information.</p> <p><b>Retention and Disposition</b> Retain seven (7) years. Destroy after audit.</p>
L6817	<b>Request for Proposals - New Business Opportunities</b>	<p>This record series is used to document request for proposals issued by the airport to solicit construction/maintenance for new restaurants, new food and beverage operators or other new business opportunities at the airport. They may be issued as a result of an expiring contract, or as new space becomes available. These opportunities are advertised through various means, including the company internet and the newspaper of record. These are submitted and evaluated against various criteria and then presented to the Board Business Management Committee, and if approved, to the full Board for approval.</p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> This record series may contain information regarding airport operations, passenger volume and trends, requested general concept desired, blank forms for proposer completion, staffing, quality of service measures, insurance and legal/regulatory requirements and draft agreement. Also contain the proposer documents with information which addresses the requested info and evaluation sheets by airport personnel.</p> <p><b>Retention and Disposition</b> Retain three (3) years, then destroy.</p>

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Engineering and Maintenance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6818	<b>Capital Improvement Plan (CIP) File Support</b>	This record series is used to document the development of the capital improvement plan. This includes financial and operational justifications.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record may contain costs, operating budget impact, potential cost savings, justification and project name.
	<b>Retention and Disposition</b>	Retain three (3) years. Destroy after audit.
L6819	<b>Elevator, Escalator and Powerwalk Inspections/Operating Certificates</b>	This series documents certificates issued by the Division of Building Codes Enforcement regarding elevators, escalators and powerwalks and the annual inspections conducted for each unit.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Certificates: documents indicating the location, identification numbers of the elevators, escalators, powerwalks; date and time of inspections; inspector's name; date and fee amount for the inspection.
	<b>Retention and Disposition</b>	Retain seven (7) years after date of inspection, then destroy.
L6820	<b>Hazardous Waste Generator Reporting</b>	These records involve all documentation of hazardous waste generation in accordance with applicable laws and regulations. The series includes records of the amounts of waste generated for purposes of waste generation classification and all manifests and disposal records that document the proper handling and destruction of waste by certified handlers following appropriate methods.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Waste generation/accumulation records showing type and quantities, regulatory reporting and waste disposal manifests, which show proper methods and chain of custody.
	<b>Retention and Disposition</b>	Retain permanently.
L6821	<b>Underground Storage Tank Records</b>	These records document testing and compliance with related regulations involving underground storage tanks.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Records indicate the various types of testing needed for underground storage tanks, the dates such tests were performed, and the test results. They also include records identifying the applicable rules and regulations for the operations of such tanks.
	<b>Retention and Disposition</b>	Retain permanently.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Engineering and Maintenance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6822	<b>OSHA Training Records (Employees)</b>	This record series is used to document training given to employees from the first time employed and throughout their employment. This training is stressed by OSHA and should be done to outline all contingencies that may occur in a work environment. These training procedures are defined for the areas of employee orientation, blood borne pathogens, infectious disease, confined spaces, lockout/tagout, hazard communication and hot work permit.
	<b>Access Restrictions</b>	KRS 61.878(1)(a)
	<b>Contents</b>	This record series may contain the training procedures, name of employee, training, date, time and supporting documentation. Also included are tests, attendance sheet.
	<b>Retention and Disposition</b>	Retain seven (7) years after termination of employment, then destroy.
L6823	<b>OSHA Inspections and Investigations</b>	This record series is used to document OSHA inspections of facilities and if there are special investigations into possible safety violations the documentation is in this file.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date, time, inspector name, overall evaluation, violations, conclusions of investigations, remedies, deadlines and signature of inspector.
	<b>Retention and Disposition</b>	Retain twenty (20) years, then destroy.



**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Engineering and Maintenance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6826	<b>Vehicle and Work Equipment Maintenance Report File</b>	This record series is used to document repairs and other maintenance that has been performed on certain vehicles and work equipment. It may also be a scheduling tool to indicate when certain maintenance is to be done. This file documents this information concerning airport vehicles and equipment.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record contains the type of vehicle or equipment, make, and description of the vehicle and equipment. Also contains copies of the work orders and monthly maintenance reports.
	<b>Retention and Disposition</b>	Retain one (1) year after disposal of vehicle or equipment, then destroy.
L6827	<b>Airport Improvement Program (AIP) Grant Files (V) (V)</b>	This record series is used to document the Airport Improvement Program grants that are awarded by the FAA. This program provides grants to public agencies and, in some cases, private owners for the planning and development of public-use airports. Noise compatibility projects may also be funded by this grant. The individual airport may apply for these grants which may run indefinitely. Some of the projects that are eligible for funding are: Runway construction, taxiway construction, lighting, signage, land acquisition, planning studies, environmental studies, safety area improvements, airport layout plans, access roads, and others.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the Financial Records: (invoices and billing statements, vouchers, canceled checks, receipts and payment requests), Procurement Records: (professional services contracts, selection documentation, construction contracts, purchase orders, change orders, notices to proceed, records of negotiation, fee analysis and audit certification of overhead rates for consultants), Administrative Records: (sponsor certifications, drug-free workplace certification and correspondence) Project Records: (final report, record drawings, summary of tests, daily records and reports and summaries).
	<b>Retention and Disposition</b>	Equipment: Retain twenty (20) years after disposed of or replaced and audit. Then destroy. Land: Retain twenty (20) years after formally transferred and audit. Then destroy. All Other: Retain twenty (20) years after official closure and all activity has ceased and audit. Then destroy.
L6828	<b>Airport Improvement Program (AIP) Grant Agreements and Exhibits (V)</b>	This record series is used to document Airport Improvement Program grant agreements and supporting exhibits. These may be used for future applications for grants and has all pertinent information concerning the scope of the project.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the agreement between the airport and the FAA along with supporting documents including maps, amendments and documentation completion.
	<b>Retention and Disposition</b>	Retain twenty (20) years after a determination has been made that these are no longer useful and audit. Then destroy.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Finance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6848</b>	<b>Labor Capitalization Calculations</b>	This record series is used to document labor that is chargeable to capital projects. It documents the amount of hours personnel worked on capital projects. The process results in the transfer of funds to the capital accounts and labor being changed to appropriate projects.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain date, person, regular hours worked, overtime hours worked, total hours worked, regular pay rate, overtime pay rate, fica, rate, insurance rate and project #.
	<b>Retention and Disposition</b>	Retain seven (7) years after close out of audit or grant. Then destroy.
<b>L6850</b>	<b>Investment Records</b>	This record series is used to document the nature and type of investments, the earnings of such investments, investment maturity (for re-investment notification), cost vs market value analysis, and tracking compliance with corporate investment policy and collateralization requirements. Only a few of these documents are ever provided to others. It would include paper-based investment trade documents, documents/reports tracking investment performance created by the outside investment advisor, and various banking system reports and statements regarding balances, transactions and collateral positions. All the internally created information is generated monthly by the Finance organization.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the fund type, cash depository and related investment balance, name of specific investment held, maturity date, investment policy section/requirement(s) and related amounts or documentation of compliance, percent's or calculations supporting compliance (such as maturity schedule). Trade records would show quantity, type of item, dollars, authorizations and dates.
	<b>Retention and Disposition</b>	Retain seven (7) years. Destroy after audit.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Finance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6851	<b>Certified Representation of Revenues</b>	The record series is used to document certified financial statements receive from airport leasing tenants reporting revenues.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain revenues by month and certifying signature.
	<b>Retention and Disposition</b>	Retain seven (7) years after agreement termination. Destroy after audit.
L6852	<b>Property Transfer and Disposal Reports</b>	This record is used to document and approve disposition of equipment and inventory which is sold, junked, or otherwise disposed of in the court of business.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain equipment description, current value, planned disposition, any related sales proceeds and bills of sale and signed approval.
	<b>Retention and Disposition</b>	Retain permanently.
L6853	<b>Revenue Arrivals Reports</b>	This record is used to document the accumulation and tracking of airplanes landing at the airport for the purpose of billing airlines monthly for the use of the airport. The landed weights of those airplanes are the basis for the billing, and the data reported on this document. The standard report is run once a month, but the selection parameters of the report allow it to be run for any time period selected.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the airline name, type of plane, category of plane, weight of plane, number of arrivals in month, total landed weight for the month.
	<b>Retention and Disposition</b>	Retain permanently.
L6854	<b>Internal Audit Work Papers</b>	This series documents audits conducted by Bluegrass Airport's Internal Audit Department.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Copies of company information; flow charts or narratives of company processes; independent analyses; audits of other companies under audit by the Internal Audit Department due to contractual agreement with the airport.
	<b>Retention and Disposition</b>	Retain seven (7) years, then destroy.
L6855	<b>Internal Audit</b>	This series documents the final product of internal audits or associated project performed by the Bluegrass Airport Internal Audit Department.
	<b>Access Restrictions</b>	KRS 61.878(1)(k)
	<b>Contents</b>	Series may contain: Audit findings and recommendations as a result of the audit; corrective action taken by management, if applicable.
	<b>Retention and Disposition</b>	Retain permanently.

STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

BLUE GRASS AIRPORT  
Finance

Record Group  
Number

Series	Records Title and Description	Function and Use
L6856	<b>Depreciation Records/Depreciation Schedules</b>	This record series is used to document all records/schedules that support depreciation calculations and the records/schedules of accumulated depreciation for the assets.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the assets being depreciated, current year depreciation, and accumulated depreciation calculations.
	<b>Retention and Disposition</b>	Retain permanently.

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**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
Finance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6864</b>	<b>Daily Concessions Sales Reporting</b>	This record series is used to document the daily concessions sales revenue. This will be used in the audit process and to compare past years.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain receipts, billing data and supporting documentation.
	<b>Retention and Disposition</b>	Retain seven (7) years. Destroy after audit.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Finance

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6865</b>	<b>Passenger Facility Charge (PFC) Program Files (V)</b>	This record series is used to document the Passenger Facility Charge Program (PFC). This is a program administered by the FAA whereby airports collect fees up to \$4.50 for every boarded passenger at commercial airports controlled by public agencies. Airports use these fees to fund FAA approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition. This is not a levied tax and does not go to the U.S. Treasury. An eligible agency must submit to the FAA an application for authority to impose a PFC. First authorize in 1990 with subsequent additions and changes since, this program allows for capital investment, projects that benefit their local communities, meet airline and passenger demands, future growth and improve services.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series contains the Financial Records: (invoices and billing statements, vouchers, canceled checks, receipts, and payment requests), Procurement Records: (professional services contracts, selection documentation, construction contracts, purchase orders, change orders, notices to proceed, records of negotiation, fee analysis and audit certification of overhead rates for consultants), Administrative Records: (sponsor certifications, drug-free workplace certification and correspondence) Project Records: (final report, record drawings, summary of tests, daily records and reports and summaries).
	<b>Retention and Disposition</b>	Retain seven (7) years after the physical and financial completion of the project and final report. Destroy after audit.
<b>L6866</b>	<b>Rates &amp; Charges Modeling</b>	This record series is used to document the Airport's development of a variety of spreadsheets and models to determine what rates and fees are appropriate to charge airlines and other tenants that rent space in the Terminal or use the airfield. These may be adjusted frequently based on negotiations or other conditions.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the spreadsheets and models which contain the information needed to determine the rates and fees.
	<b>Retention and Disposition</b>	Retain seven (7) years. Destroy after audit.
<b>L6867</b>	<b>Concessionaire Audits</b>	This record series is used to document the contracts with a number of different concessionaires to provide various services at the Airport (parking, food and beverage, gift shop, car rental etc.). These concessionaires generally pay the Airport a percentage of their sales revenue as rent. The Airport from time to time performs a financial audit to ensure accuracy of rent paid.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the financial information for each concessionaire and may include receipts, disbursements and transactional data.
	<b>Retention and Disposition</b>	Retain seven (7) years after Agreement ends. Then destroy.
<b>L6894</b>	<b>Customer/Contract Facility (CFC) Activity</b>	This record series is used to determine customer/contract facility charges by the rental car companies that serve the Airport. Rates are determined by the Airport and the revenue derived is allocated to pay for improvements to the terminal, support facilities and for infrastructure (used by rental car operations) maintenance and improvement.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain financial information garnered from the rental car operations that will determine the rates.
	<b>Retention and Disposition</b>	Retain seven (7) years. Destroy after audit.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Human Resources

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6719	<b>Public Safety Personnel Training &amp; Certification File</b>	This record series documents the training received by law enforcement officers that is required by statute. All officers and auxiliary officers shall within one year other appointment or employment, successfully complete at least 400 hours of basic training administered or approved by the Department of Criminal Justice Training. Also they must successfully complete 40 hours of annual in-service training administered or approved by the Dept. of Criminal Justice Training. If this training is not successfully completed the officer is subject to dismissal. A record of training is maintained by the Criminal Justice Training Center at Eastern Kentucky University.
	<b>Access Restrictions</b>	KRS 61.878 (1)(a)
	<b>Contents</b>	This record series may contain: Name of officer, date/time of training, type of training, hours completed, grade achieved, completion date and correspondence.
	<b>Retention and Disposition</b>	Destroy seven (7) years after termination of employment.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Human Resources

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6736	<b>Employee Handbook (V)</b>	This record series is used to document the rules and policies governing airport personnel. This may be updated or changed over time. All employees must have access to this publication.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain information that applies to all airport personnel. These policies concern conduct, payroll, personnel rights, federal policies for personnel, attendance policies, and leave policies.
	<b>Retention and Disposition</b>	Retain One Copy of Superseded Handbook Permanently. Destroy all other copies of the Superseded Handbook.



STATE ARCHIVES AND RECORDS COMMISSION  
Archives and Records Management Division  
Kentucky Department for Libraries and Archives

STATE AGENCY RECORDS  
RETENTION SCHEDULE

BLUE GRASS AIRPORT  
Human Resources

Record Group  
Number

Series	Records Title and Description	Function and Use
L6893	<b>Employee Health/Life Insurance Memberships</b>	This record series is used to document that an employee has selected medical and/or life insurance offered by the Airport. This document is updated annually.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the name of employee, type of insurance, policies offered, date and signature of employee, employee information and dates that policies are effective.
	<b>Retention and Disposition</b>	Destroy seven (7) years after termination of employment.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
Public Relations

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6870</b>	<b>Miscellaneous Photos, Audio/Video Recordings of Events</b>	This record series is used to document promotional, employee events, and news events. This is mostly created to promote the airport.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain videos and pictures with dates, time and event.
	<b>Retention and Disposition</b>	Retain until no longer needed

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Public Safety and Operations

**Record Group**  
**Number**

<b>Records Title</b> <b>Series and Description</b>	<b>Function and Use</b>
<b>L6775 Felony Investigation Case File (V)</b>	This record series documents all investigative procedures followed when a felony has been committed. These include robbery, homicide, rape, assaults, wanton endangerment, burglary, larceny, arson, auto theft and all other felonies. This is a compilation of all material gathered in a felony investigation. All cases are considered open while actively being investigated. At some point in time they will become suspended which are those cases which have been cleared by arrest; the suspect is known but for some reason prosecution is denied or case is unfounded. They become a closed file when there has been resolution by the court(found guilty, dismissed) ; the suspect is known but for some reason prosecution is denied or the case is unfounded. Where law enforcement agencies are accredited by CALEA these files must be transferred to the Records Division/Records Center.
<b>Access Restrictions</b>	KRS 17.150(2)
<b>Contents</b>	This record series may contain: Assignment log, complaint report, arrest report/citation, case synopsis report, coroner's report, autopsy report, cassette tape log, victim information, victim statement, witness list/information/statements, suspect information, suspect statements, investigative notes, field notes, evidence log/reports, lab requests/results, photos, diagrams, search warrants, vehicle information, photo line-ups, neighborhood investigation, correspondence, police bulletins, news releases, lead sheet reports, criminal history data, order to expunge, subpoenas and citations.
<b>Retention and Disposition</b>	Retain permanently.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
Public Safety and Operations

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
L6791	<b>Audio/Video Recordings</b>	This record series documents audio and video recordings made by public safety personnel in their daily activities. This may be dispatch information conveyed by personnel to the central office and may document incidents and other actions taken by personnel.
	<b>Access Restrictions</b>	
	<b>Contents</b>	This record series may contain: Time, date, name of person and documentation of incident information.
	<b>Retention and Disposition</b>	Retain thirty (30) days if there is no investigation relating to information on the recording. If being used in an investigation maintain until the resolution of the case.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Public Safety and Operations

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6806</b>	<b>Lost and Found Reports</b>	This record series is used to track lost and found items in order to return item(s) to owner. Records track lost and found items, date lost/found, date owner notified, date returned to either owner or finder. If owner cannot be determined, item may be returned to finder after of period of 60 days.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the Case ID, Item Type, Lost or Found, Date Reported, Reported By, Report Number, Where Lost/Found, Found By, Make, Color, Description, Sent to Security, Serial Number, Owner Last and First Name, Street Address, Apartment, City, State/Prov, Postal Code, Phone, Email, Disposition Date, Released To, Description and Released By.
	<b>Retention and Disposition</b>	Retain three (3) years. Destroy after audit.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Archives and Records Management Division**  
**Kentucky Department for Libraries and Archives**

**STATE AGENCY RECORDS**  
**RETENTION SCHEDULE**

BLUE GRASS AIRPORT  
 Public Safety and Operations

**Record Group**  
**Number**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>L6807</b>	<b>Concession Monthly Safety Audits</b>	This record series is a checklist which is required by the Transportation Security Administration (TSA). It is required that all airports control certain prohibited items located past security screening points. A list of prohibited items that could be used as weapons is created and exceptions are granted only if the items are controlled. A restaurant must inventory and list knives and maintenance must do the same for screwdrivers etc. This record series documents the locations of such items and compliance with protocol.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	This record series may contain the date of inspection, location, concession or location name, indications of compliance or violations and signature of location manager.
	<b>Retention and Disposition</b>	Retain three (3) years, then destroy.
<b>L6808</b>	<b>Key Acceptance Form</b>	This series documents assignment and receipt of electronic keycards to authorized employees allowing physical access to secured areas of the airport. This series also documents a signed acknowledgement by the employee that he/she has received a copy of the related rules and regulations regarding airports governed by the Commonwealth of Kentucky.
	<b>Access Restrictions</b>	KRS 61.878(1)(a) re personal information
	<b>Contents</b>	Series may contain: Name, background check, Social Security Number of employee; receipt signed by employee re electronic keycards and rules and regulations regarding airport protocol; name of associated company.
	<b>Retention and Disposition</b>	Retain in Agency and destroy one (1) year after individual no longer has access.