



Kenton County Airport Board

Cincinnati/Northern Kentucky International Airport

Records Retention Schedule

Prepared by the Local 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). 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

Kenton County Airport Board

Agency

Unit

June 13, 2013

Schedule Date

January 18, 2024

Change Date

January 18, 2024

Date Approved By Commission

APPROVALS

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

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

DocuSigned by:

1/18/2024

State Archivist and Chairman, State Libraries, Archives, and Records Commission

Date of Approval

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

Rebecca Hallmaier

1/2/2024

Records Analyst/Regional Administrator

Date of Approval

12/22/2023

Appraiser/Archivist

Date of Approval

Nicole Bryan

12/26/2023

State/Local Records Branch Manager

Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

1/23/2024

Date of Approval

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Administration

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| L6475 | Cycle Count/Min-Max Counts and Adjustment Details | This record series is used to document the results of potentially daily min-max inventory counts made prior to ordering a stock replenishment item, or a count made as part of a weekly inventory cycle count program. If the adjustment exceeds a certain dollar amount, an authorization signature is needed. |
| | Access Restrictions | None |
| | Contents | This record series may contain the Item number, name, date of count, count result, system inventory balance and quantity difference. |
| | Retention and Disposition | Retain 3 years. Destroy after audit. |
| L6476 | Physical Inventory Count Sheets (Inventory and Equipment) | This record series is used to document the results of inventory counts of supply items and equipment, such as IT equipment, made as part of periodic physical inventories. |
| | Access Restrictions | None |
| | Contents | This record series may contain the item number, name, date of count, count result, system inventory balance and quantity difference. |
| | Retention and Disposition | Retain 3 years. Destroy after audit. |
| L6477 | Appraisals | This record series is used to document all types of appraisals for all purposes, including but not limited to appraisals for insurance purposes. May also receive an electronic copy on CD, which is stored by the Vice President-Administration. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain Permanently |
| L6478 | Disadvantaged Business Enterprise (DBE) Program Compliance Records | This record series is used to document activities related to DBE (Disadvantaged Business Enterprise) and 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 DBE Program; filed ACDBE Program; DBE Overall Goal; ACDBE Overall Goal; Uniform Report of DBE Commitments/Awards and Payments; 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. |
| | Access Restrictions | None |
| | Contents | This record series may contain the standard reporting format, determined by US government-goals and related compliance statistical information. |
| | Retention and Disposition | Retain 6 years. Destroy after audit. |

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Airport Rescue and Fire Fighting (ARFF)

Record Group
 Number

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| L6485 | Company Inspection Summary Report (ARFF) | This record series is used to document inspections by personnel for safety hazards, compliance with safety standards and safe work practices. This information is entered into the Airport Security and Operations Compliance System (ASOCS). |
| | Access Restrictions | None |
| | Contents | This record series may contain the inspection address, inspection date, inspector name, and individual health and safety topics. |
| | Retention and Disposition | Permanent |
| L6486 | Knox Box Application File | This record series is used to document the approved application by an airport tenant to have a Knox Box installed. The Knox Box is a small, wall-mounted safe that holds building keys for the fire departments, Emergency Medical Services, and sometimes police to retrieve in emergency situations. |
| | Access Restrictions | None |
| | Contents | This record series may contain the name of individual requesting, the name of the business and approval signature by the ARFF. |
| | Retention and Disposition | Retain while active. Destroy when no longer active. |
| L6487 | Self Contained Breathing Apparatus Records | This record series is used to document tests of self contained breathing apparatus. These tests ensure compliance with manufacturers standards and the National Fire Protection Association (NFPA) standards. |
| | Access Restrictions | None |
| | Contents | This record series may contain the unit ID#, unit serial #, year manufactured, and location of each unit. |
| | Retention and Disposition | Retain 5 years, then destroy. |
| L6488 | Alarm Tests | This record series is used to document annual tests of all alarms throughout the airport. These tests are conducted through a system provided by the company that installed the alarms. |
| | Access Restrictions | None |
| | Contents | This record series may contain the point number, physical location, type of device, and results of the test. |
| | Retention and Disposition | Retain 6 years, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Airport Rescue and Fire Fighting (ARFF)

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|--|---|
| L6489 | Emergency Exercises Documentation | This record series is used to document emergency exercise training as required by the FAA. This is also documented in personnel training records. |
| | Access Restrictions | None |
| | Contents | This record series may contain the sign in sheet for attendees, exercise information and results. |
| | Retention and Disposition | Retain 3 years, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Chief Executive Officer (CEO)

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6490 | Commercial Vehicle Records - Ground Transportation Operators | 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. |
| | Access Restrictions | None |
| | Contents | This record series may contain the application, name of applying company, list of requested vehicles for permitting and certificate of insurance coverage. |
| | Retention and Disposition | Retain 3 years, then destroy. |
| L6491 | Sign In Sheets for Administrative Office Visitors | This record series is used to document visitors who have business with persons in the administrative offices. They must log in at the reception desk. |
| | Access Restrictions | None |
| | Contents | This record series may contain date, time in and out, name of individuals, name of company represented, and reason for visit. |
| | Retention and Disposition | Retain 1 years, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Commercial and Business Development

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|--|
| L6492 | Request for Proposals - New Business Opportunities | 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. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain 3 years, then destroy. |
| L6493 | Concession Monthly Safety Audits | 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. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date of inspection, location, concession or location name, indications of compliance or violations and signature of location manager. |
| | Retention and Disposition | Retain 3 years, then destroy. |
| L6494 | Concession Monthly Safety Audits | 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. |
| | Access Restrictions | None |
| | Contents | This record series may contain individual audits for each store, period audited, store name, date, time, scores, scoring summary, auditor comments and pictures. |
| | Retention and Disposition | Retain 3 years, then destroy. |
| L6578 | Daily Concessions Sales Reporting (V) | This record series is used to document the daily concessions sales revenue that is reported to the Department. |
| | Access Restrictions | None |
| | Contents | This record series may contain receipts, billing data and supporting documentation. |
| | Retention and Disposition | Retain 6 years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Common Records

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6675 | Department/Interdepartmental Meeting Minutes | This record series is used to document internal meetings which take place in each department or between departments. These are called meetings where task oriented activities are discussed. These do not result in any policy decisions for the airport. |
| | Access Restrictions | |
| | Contents | This record series may contain the date of the meeting, attendees, topics discussed and decisions made. |
| | Retention and Disposition | Retain 2 years, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Contract Administration

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|-------------------------------------|--|
| L6495 | Insurance Inspection Reports | This record series is used to document the assessment of risks completed by insurance companies of airport facilities. |
| | Access Restrictions | None |
| | Contents | This record series may contain the narrative of risk assessments, name of person doing assessment, name of facility, date and insurance company. |
| | Retention and Disposition | Permanent |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
External Affairs

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|---|--|
| L6497 | Miscellaneous Photos, Audio/Video Recordings | This record series is used to document promotional, employee events, and news events. This is mostly created to promote the airport. |
| | Access Restrictions | None |
| | Contents | This record series may contain videos and pictures with dates, time and event. |
| | Retention and Disposition | Retain until no longer needed. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Federal Financial Assistance Programs

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|--|
| L6630 | Airport Improvement Program(AIP) Grant Files (V) | 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. |
| | Access Restrictions | None |
| | Contents | 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). |
| | Retention and Disposition | Equipment: Retain 3 years after disposed of or replaced and audit. Land: Retain 3 years after formally transferred and audit All Other: Retain 3 years after official closure and all activity has ceased and audit. |
| L6631 | Airport Improvement Program(AIP) Grant Agreements and Exhibits (V) | 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. |
| | Access Restrictions | None |
| | Contents | This record series contains the agreement between the airport and the FAA along with supporting documents including maps, amendments to the agreement, and documentation of completion. |
| | Retention and Disposition | Retain Indefinitely. Destroy 3 years after a determination has been made that these are no longer useful and audit. |
| L6632 | Passenger Facility Charge (PFC) Program Files (V) | 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. |
| | Access Restrictions | None |
| | Contents | 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). |
| | Retention and Disposition | Retain 3 years after the physical and financial completion of the project and final report. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Finance Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| L6498 | Capital Improvement Plan (CIP) File Support | This record series is used to document the development of the capital improvement plan. This includes financial and operational justifications. |
| | Access Restrictions | None |
| | Contents | This record series may contain costs, operating budget impact, potential cost savings, justification and project name. |
| | Retention and Disposition | Retain 3 years. Destroy after audit. |
| L6499 | Labor Capitalization Calculations | 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. |
| | Access Restrictions | None |
| | Contents | 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 #. |
| | Retention and Disposition | Retain 3 years after close out of audit or grant. Then destroy. |
| L6500 | Passenger Facility Charge (PFC) Activity | This record series is used to document PFC funding which is used for capital projects. The Passenger Facility Charge (PFC) program allows commercial service airports to assess a fee against enplaning passengers for the purpose of funding FAA approved airport projects at that airport. This record series documents the application process and monitoring reports of expenditures for the projects. |
| | Access Restrictions | None |
| | Contents | This record series may contain application, letters to airlines informing them of fee, public notification documents, enplanement information, list of contacts, proof of certified mailings, project descriptions, listings of airlines, consultation meeting agenda, sign in sheet, sponsor correspondence, procurement records, professional service contracts, selection documents, construction contracts, purchase orders, contract instruments, records of negotiation, cost or fee analysis, audit certification, final project report, summary of test results, daily reports, and correspondence. |
| | Retention and Disposition | Retain 3 years after submission of final report and audit. Then destroy. |
| L6501 | Investment Records | 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. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain 7 years. Destroy after audit. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Finance Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6502 | Certified Representations of Revenues | This record series is used to document certified financial statements received from airport leasing tenants reporting revenues. |
| | Access Restrictions | None |
| | Contents | This record series may contain revenues by month and certifying signature. |
| | Retention and Disposition | Retain 5 years after agreement termination. Destroy after audit. |
| L6503 | Property Transfer and Disposal Reports | This record is used to document and approve disposition of equipment and inventory which is sold, junked, or otherwise disposed of in the course of business. |
| | Access Restrictions | None |
| | Contents | This record series may contain equipment description, current value, planned disposition, any related sales proceeds and bills of sale and signed approval. |
| | Retention and Disposition | Retain Permanently |
| L6504 | Revenue Arrivals Report | 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. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain Permanently |

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Fleet Maintenance

Record Group
 Number

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| L6605 | Vehicle and Work Equipment Maintenance Record File | This record series is used to document repairs and other maintenance that has been performed on certain vehicles and work equipment. It may also may be a scheduling tool to indicate when certain maintenance is to be done. This file documents this information concerning airport vehicles and equipment.. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain 1 year after disposal of vehicle or equipment, then destroy. |

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Human Resources

Record Group
 Number

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| L6507 | Personnel Reports (EEO, ADA, Affirmative Action, Veterans) (V) | This record series is used to document reports made to various federal agencies including the EEO-4 and the VETS 100A report, Annual Affirmative Action plans, EEO-4 Form, Discrimination Employment Act, ADA applications for reasonable accommodation, and Vietnam Readjustment Act VETS 100A. Data also includes supporting detail used for reporting. |
| | Access Restrictions | None |
| | Contents | This record series may contain general information about the company, and then information regarding the number of employees who meet certain criteria for inclusion in a particular report category row or column.. |
| | Retention and Disposition | Retain 5 years, then destroy. |
| L6508 | Police Certification and Training Records (V) | This record series is used to document the testing, training and certification of an individual as a certified peace officer or a telecommunicator. These records must be kept separate from the employee's personnel file per the Kentucky Law Enforcement Council (KLEC), the governing agency over this process. The records support the qualification of the individuals to perform in these positions. |
| | Access Restrictions | KRS 61.878(1)(a) |
| | Contents | This record series may contain a checklist to ensure all required forms and documents are included in file and birth certificates, diplomas, polygraph results, drug screen results, physical exam results, background investigations, interviews and certification/testing for telecommunicators. |
| | Retention and Disposition | Retain 5 years after cessation of certification, then destroy. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Identification Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6509 | Key Acceptance Form | 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. |
| | Access Restrictions | KRS 61.878 (1) (a) re personal information |
| | Contents | 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 |
| | Retention and Disposition | Retain in Agency and destroy one (1) year after individual no longer has access. |
| L6510 | Identification Badge Tenant Audit | This series documents audits of individuals issued an identification/access badge to ensure accuracy of information maintained by the Kenton County Airport Board ("KCAB"). The tenant is to review, note any exceptions and submit the revisions to the Identification Department to update the current information/status. These audits are performed twice a year. |
| | Access Restrictions | KRS 61.878 (1) (a) |
| | Contents | Series may contain: Names of tenants, assigned badge numbers; corrections; Social Security Numbers; background information; addresses. |
| | Retention and Disposition | Retain in Agency and destroy one (1) year after completion of audit. |
| L6511 | Identification Badge Related Records (V) | This series documents the process in obtaining a secured identification badge to be employed at the Cincinnati/Northern Kentucky Airport and provides assurance that Kenton County Airport Board ("KCAB") is in compliance with requirements of the Transportation Security Administration ("TSA"). The secured identification badges provide photo identification and access to areas controlled by electronic doors. Badges are issued to employees of the Kentucky County Airport Board, tenant employees and employees of individual airlines providing service at the airport. |
| | Access Restrictions | KRS 61.878 (1)(a) |
| | Contents | Series may contain: Application for badge; name, address, Social Security Number, date of birth, criminal history background checks, fingerprints, security threat assessment, U.S. Customs access permissions, airport security rules, training and tests results re security principles and related regulations, area(s) identified as having access, photograph/copy of driver's license or form of visual identification , badge number and name of company/airline associated. |
| | Retention and Disposition | Retain in Agency all Signatory Authority documentation two (2) years and all other documentation one (1) year after individual is no longer has access. |

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

STATE AGENCY RECORDS
 RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Internal Audit Department

Record Group
 Number

| Series | Records Title and Description | Function and Use |
|--------|-----------------------------------|--|
| L6512 | Internal Audit Work papers | This series documents audits conducted by the Cincinnati/Northern Kentucky Airport's Internal Audit Department. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain in Agency four (4) years; then destroy. |
| L6513 | Internal Audit | This series documents the final product of internal audits or associated project performed by the Cincinnati/Northern Kentucky Airport Internal Audit Department. |
| | Access Restrictions | KRS 61.878 (1)(k); 61.878 (1)(m) (1)(b), (c), (d), and (e) |
| | Contents | Series may contain: Audit findings and recommendations as a result of the audit; corrective action taken by management, if applicable. |
| | Retention and Disposition | Retain permanently in Agency. |

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

STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Maintenance Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|--|
| L6514 | Elevator, Escalator and Powerwalk Inspections/Operating Certificates | 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. |
| | Access Restrictions | None |
| | Contents | Series may contain: Certificates; documentation indicating the location, identification numbers of the elevators, escalators, powerwalks; date and time of inspection; inspector's name; date and fee amount for the inspection. |
| | Retention and Disposition | Retain in Agency five (5) years after date of inspection; then destroy. |

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STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Organizational Development Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6515 | Police and Aircraft Rescue/Fire Fighting Promotional Process Files | This series documents the applications, testing and procedures to determine the eligibility for promotion of Airport Police or Aircraft Rescue/Fire Fighting personnel. Personnel have the right to contest results through legal proceedings. |
| | Access Restrictions | KRS 61.878 (1)(a) |
| | Contents | Series may contain: Name, Social Security Number, Badge Identification number of individual applying for promotion; test scores; interview results; scenario/role playing score results; external assessment; statistical analyses; if applicable, legal documentation. |
| | Retention and Disposition | Retain in Agency five (5) years from date created or five (5) years from date of resolution of litigation, if applicable; then destroy. |

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STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Parking and Ground Transportation

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6516 | Parking Loyalty Program Revenue Documentation File | This series documents the parking loyalty program, which began in 2009, to loyal customers to use the airport parking lot by providing incentives by offering airline miles, prizes or discounts for parking. |
| | Access Restrictions | None |
| | Contents | Series may contain: Name of individual enrolling in program, ate enrolled, credit card on file, employer; parking revenue calculations for each transaction period; loyalty points earned; calculations of the loyalty program liability; revenue. |
| | Retention and Disposition | Retain in Agency three (3) years from date of transaction; then destroy. |
| L6517 | Shuttle Bus Logs, Maintenance and Related Reports | This series documents information regarding shuttle buses used to pick up and deliver arriving or departing passengers between the airport terminal and long term parking lot and employees between the employee parking lot and the terminal. The series also documents the contracts for use of shuttle buses and records to ensure vehicles are maintained, drivers are qualified, and to monitor service and fuel consumption. |
| | Access Restrictions | None |
| | Contents | Series may contain: Maintenance records for each bus; Driver qualifications, including name of driver, copy of Commercial Driver License, drug screening results and health checks and if applicable, safety violations; dates and hours of operation, related passenger cunts, fuel usage, and daily inspections reports. |
| | Retention and Disposition | Retain in Agency one (1) year after expiration of contract; then destroy. |
| L6518 | Parking Revenue Records | This series documents the reports used to track revenues, transactions and activities associated with the parking garage and surface lot operations. Revenues are controlled the issuance of tickets by the parking revenue control system and the length of time a vehicle is parked. |
| | Access Restrictions | None |
| | Contents | Series may contain: Time, date, garage or lot location; cashier position; ticket number; transaction number, cash or credit card payment, fee charged; validation or coupon amount; length of stay; discounts applied; distribution of revenues by date; revenue comparisons to prior month; number of origin and destination of passengers; credit card transmissions to processor; daily credit card settlement information; over and under rings; graphs of parking revenues unaccounted for ticket analysis; daily cash deposits, and reconciliation reports. |
| | Retention and Disposition | Retain in Agency six (6) years from date of transaction; then destroy. |
| L6519 | Taxi, Off Airport Parking, and Valet Revenue Records | This series documents the three (3) distinct sources of revenue for the airport-taxi cab contract, off airport parking paid under ordinance, and valet parking. Taxi revenue is calculated by number of trips per day; off-airport parking is a contractual rate and paid under an ordinance involving a revenue percentage and number of vehicles, and valet revenue is calculated by percentage. |
| | Access Restrictions | None |
| | Contents | Series may include: Number of trips; vehicle and customer service inspections; vehicle type and insurance information; revenue reports; parking activity levels, and calculation details. |
| | Retention and Disposition | Retain in Agency six (6) years from transaction date; then destroy. |

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STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Police Department

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|--------------------------------------|---|
| L6480 | Lost and Found Reports | 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 is returned to finder after of period of 60 days. Information on lost items is entered electronically at CVGAirport.com and emailed to the Airport Police Dept. Information on found items is entered onto a paper form and delivered to the Police Department or given to a Police Officer along with the item. No other record series. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain 2 years. Destroy after audit. |
| L6481 | Perimeter Inspection Reports | This record series is used to document and monitor security and integrity of the fence line around the airport and to ensure that repairs are completed when needed. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date of inspection, inspector's name, time, location, the problem and instructions for fixing the problem. |
| | Retention and Disposition | Retain Permanently. |
| L6482 | Visitor Badge Log | This record series is used to document visitors coming into the police department. This is used to track those persons who have business at the police department. |
| | Access Restrictions | None |
| | Contents | This record series may contain the name of the visitor, time issued, return time and badge number. |
| | Retention and Disposition | Retain 2 years, then destroy. |
| L6483 | Ramp Pass Logs | This record series is used to document those companies that are permitted in restricted areas and that they have proper clearance to deliver and |
| | Access Restrictions | None |
| | Contents | This record series may contain the company, person issued to, ID, vehicle registration, state, vehicle make/yr., date issued, expiration date, and authorization. |
| | Retention and Disposition | Retain 2 years, then destroy. |

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STATE AGENCY RECORDS
RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Procurement

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|--------------------------------------|---|
| L6573 | Receiving Documents | This record series is used to document the process whereby shipments are received into the airport. This record series is used primarily for the tracking and referencing of all purchases. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date, time received, packing slip, bill of lading, or the marked purchase order and a receipt. |
| | Retention and Disposition | Retain 7 years. Destroy after audit. |

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STATE AGENCY RECORDS
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KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Procurement

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|--|--|
| L6629 | Requisitions on Supplies - Operations and Maintenance Account | This record series is used to obtain supplies from the central warehouse. This is issued when supplies are needed in any part of the airport. |
| | Access Restrictions | None |
| | Contents | This record series contains the date of issuance, date of report, name of requesting party, description of requested items, requesting party and amount. |
| | Retention and Disposition | Retain 7 years. Destroy after audit. |

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STATE AGENCY RECORDS
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KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Safety, Security and Compliance

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6520 | Hazardous Waste Generator Reporting | 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. |
| | Access Restrictions | None |
| | Contents | Waste generation/accumulation records showing type and quantities, regulatory reporting and waste disposal manifests, which show proper methods and chain of custody. |
| | Retention and Disposition | Retain permanently. |
| L6521 | Safety Committee Meeting Minutes | These are the formal and official minutes for all Safety Committee/Subcommittee meetings held at the Airport. |
| | Access Restrictions | None |
| | Contents | Includes all items discussed in safety meetings, whether the meeting was a full safety meeting or a departmental meeting. Includes date, time, attendees, topics covered and any decisions made. |
| | Retention and Disposition | Retain permanently. |
| L6522 | Daily Maintenance and Safety Issues and Related Resolution | These records include all documentation of any safety or maintenance issues identified by airport employees, tenants or others. These issues are called or emailed to a central reporting location, where they are in turn dispatched out of pertinent departments to resolve. The responding department is then to report back on the resolution status/ultimate completion of the item dispatched to them. Various reports can be generated regarding the information (open items, history by item or location, etc.). The reports are either standard reports or reports that can be created by downloading system data and sorting and evaluation within Excel. |
| | Access Restrictions | None |
| | Contents | Series may include: date/time of report; location; nature of issue; is a safety issue involved; internal tracking number; resolution of issue (date, time, by whom, corrective action taken), etc. Reports of open items are generated and emailed to departments weekly. These are transitory reports for informational purposes. |
| | Retention and Disposition | Retain permanently. |
| L6523 | Underground Storage Tank Records | These records document testing and compliance with related regulations involving underground storage tanks. |
| | Access Restrictions | None |
| | Contents | 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. |
| | Retention and Disposition | Retain permanently. |

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KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Safety, Security and Compliance

Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|--|--|
| L6524 | Environmental Permits | This series represents environmental permits issued to the Airport by federal, state or local agencies. |
| | Access Restrictions | None |
| | Contents | Vary by agency. These are mainly water and air permits. |
| | Retention and Disposition | Retain permanently. |
| L6526 | Wildlife Hazard Management Plan | This document, required under FAR139.337, discusses the wildlife habitat management plan, an FAA requirement. The original plan is submitted to and approved by the FAA, and is reviewed every 12 months. Wildlife can have catastrophic effects on aviation, for instance in the event of bird strikes, if they are not effectively controlled. Monthly reports document the performance of the requirements documented in the plan. |
| | Access Restrictions | None |
| | Contents | The Plan is a Word document that describes the Airport's wildlife habitat management plan. The monthly report discusses the wildlife species found on the airport, the number killed and the number dispersed. It also reports the number and species and date of wildlife carcasses recovered from active runways and the dates, as well as daily reports of wildlife-related incidents. |
| | Retention and Disposition | Retain current report. Retain monthly reports for five years. |
| L6527 | FAA Part 139 Reporting Records - 24 Month Operational Records | This record series involves the accumulation of underlying detail required to maintain a safe and secure airport in compliance with the requirements of Part 139. Part 139 establishes requirements and related documentation retention periods for various types of events, with the retention period based upon a number of consecutive calendar months after completion of an event or the existence of a triggering event. The records in this record series involve a 24 month retention period, and relate to the following: Part 139.303 and 327 - Part 139 training requirements include movement area and safety area training (airfield familiarization, access and movement, communication)-training prior to performing duties and at least once every 12 months. Other training covered (as appropriate) includes ARFF rescue and firefighting, hazardous material handling, self inspection program, wildlife hazards, airport condition reporting. Keep 24 months after training Part 139.319 - Part 139 ARFF personnel training requirements - various topics are listed (include airfield familiarization, emergency communication, firefighting and emergency medical services, among others) - training prior to performing duties and at least every 12 months thereafter. Keep 24 months after training Part 139.329 -Part 139 requires training on movement procedures for pedestrians and ground vehicles, with required training standards and documentation. |
| | Access Restrictions | None |
| | Contents | Underlying data in ASOCs includes date, incident, description, person(s) involved, corrective actions taken. Underlying training records include name, date, nature of training, signature (electronic or paper-based) and training score in AETS. |
| | Retention and Disposition | Retain for two years. |

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Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|---|---|
| L6528 | FAA Part 139 Reporting Records -12 Month Operational Records | <p>This record series involves the accumulation of underlying detail required to maintain a safe and secure airport in compliance with the requirements of Part 139. Part 139 establishes requirements and related documentation retention periods for various types of events, with the retention period based upon a number of consecutive calendar months after completion of an event or the existence of a triggering event. The records in this record series involve a 12 month retention period, and relate to the following:</p> <p>Part 139.321 - Part 139 Airport Fueling records involving handling and storing of hazardous substances and materials, including fueling. Inspect physical facilities of each fueling agent at least once every 3 months and maintain record for 12 consecutive months. Part 139 training requirements for hazardous materials and fueling are also covered. Recurrent instruction at least every 24 consecutive calendar months. Training certificates from fueling agent received every 12 months and retained for 12 consecutive months.</p> <p>Part 139.327 - Part 139 requires at least daily inspections, with others as required. Records are required to document inspections for 12 consecutive months.</p> <p>Part 139.329 - Part 139 requires description of any accidents or incidents in movement or safety areas involving aircraft, ground vehicles or pedestrians; keep for 12 months from date of accident.</p> <p>Part 139.339 - Part 139 requires airport condition information be provided to air carriers. Use of NOTAMs (ie, field condition reports), information on construction or maintenance, surface irregularities, snow/ice situations, unresolved wildlife issues, etc are reported to Flight Service for communication to pilots and other interested parties.</p> <p>Access Restrictions None</p> <p>Contents This record series may contain date, incident, description, person(s) involved, corrective actions taken. Underlying training records include name, date, nature of training, signature (electronic or paper-based) and training score in AETS.</p> <p>Retention and Disposition Retain 2 year, then destroy.</p> |
| L6529 | Airport Security Plan (V) | <p>This record series, required under 49CFR1542, documents airport security procedures and controls. By the nature of its contents, this is a highly confidential document with very limited distribution. The plan must be formally approved by the Transportation Security Administration (TSA) and must be maintained on a current basis.</p> <p>Access Restrictions 61.878 (m) 1e</p> <p>Contents Narrative description of the ways and means by which the airport complies with pertinent 49CFR1542 requirements. Covers topics like employee identification and access badging process, escorting visitors onto airport property, and various aspects of airport security.</p> <p>Retention and Disposition Retain Current Copy Permanently.</p> |
| L6530 | Airport Certification Manual/Airport Emergency Plan (V) | <p>The Airport Certification Manual and the Airport Emergency Plan are two documents required by the FAA. The Airport Certification Manual describes how the Airport complies with the FAA Part 139 federal regulations regarding the safe operation of a commercial airport. The Emergency Plan covers the planned Airport response to various unplanned events (fires, weather incidents, etc.). Both documents are prepared following guidance, requirements, formatting, etc. required by the FAA, and must be formally approved by the FAA. The documents are generally reviewed for completeness and accuracy annually, but an actual update/refiling is not necessary unless changes dictate such an event. A revision log showing the date and nature of each revision is a component of the process. A formal paper-based and approved copy is maintained as the "official" copy, and electronic copies are maintained on the intranet for the assistance of employees.</p> <p>Access Restrictions None</p> <p>Contents Both documents are Word-based documents which contain narrative sections regarding how the airport addresses each of a number of standard FAA requirements (emergency plans for a number of standard scenarios, etc.)</p> <p>Retention and Disposition Retain Current Copy Permanently.</p> |

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KENTON COUNTY AIRPORT BOARD
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Record Group
Number

| Series | Records Title and Description | Function and Use |
|---------------|--|---|
| L6531 | Ergonomic Evaluation File | This record series is used to respond to complaints from workers in areas where there may be a ergonomic problem. This may be initiated by either employee or company. The situation is surveyed and recommendations are made. This record is used when claims are made by employees that because of their work they have sustained back, wrist, or other physical chronic ailments. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date, time, division, area, description, summary, conclusions and remedies. |
| | Retention and Disposition | Retain 10 years, then destroy. |
| L6532 | Sampling and Testing Plan | This record series is used to document that there has been testing and sampling of areas in the airport buildings. This primarily is dealing with those buildings that have asbestos. Consultants perform testing using EPA standards. The results are provided to the airport. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date, time, amounts, readings, tests, persons involved and area taken. |
| | Retention and Disposition | Retain Permanently. |
| L6533 | Noise Exposure File | This record series is used to document exposure to unhealthy level of noise as determined by OSHA. When there is a complaint that there is excess noise in the workplace, measurements are taken and charts supplied by OSHA are used to determine if levels are harmful. If it is determined to be a health risk it must be remedied. |
| | Access Restrictions | None |
| | Contents | This record series may contain the date, time, amounts, readings, tests, persons involved and area taken. |
| | Retention and Disposition | Retain Permanently. |
| L6534 | OSHA Training Records (Employees) | 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. |
| | Access Restrictions | KRS 61.878 (1)(a) |
| | Contents | This record series may contain the training procedures, name of employee, training, date, time, and supporting documentation. Also included are tests, attendance sheet. |
| | Retention and Disposition | Retain Permanently. |
| L6547 | OSHA Inspections and Investigations | 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. |
| | Access Restrictions | |
| | Contents | This record series may contain the date, time, inspector name, overall evaluation, violations, conclusions of investigations, remedies, deadlines and signature of inspector. |
| | Retention and Disposition | Retain Permanently. |

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KENTON COUNTY AIRPORT BOARD
Cincinnati/Northern Kentucky International Airport
Safety, Security and Compliance

Record Group
Number

| Series | Records Title and Description | Function and Use |
|--------|---|---|
| L6549 | Environmental Research, Responses to Agencies and Consent Decrees Access Restrictions Contents | This record series is used to document environmental issues, including studies related to storm water and plane de-icing, environmental responses to agencies and settlements. This may involve Kentucky Department of Water, Division of Air Quality, Sanitation District, EPA and others. |
| | Retention and Disposition | Retain Permanently. |