



# Public Use 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](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

Public Use Airport

December 12, 2024

Agency

Schedule Date

Unit

Change Date

December 12, 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

DocuSigned by:



12/13/2024

C4B05A33799E433...

Chair, State Libraries, Archives, and  
Records Commission

Date of Approval

Signed by:



12/13/2024

501C0FA7B01141F...


State Archivist

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:

DocuSigned by:



11/22/2024

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Records Analyst/Regional Administrator

Date of Approval

DocuSigned by:



11/22/2024

767A3F5C540E417...

Appointed Archivist

Date of Approval

Signed by:



11/22/2024

866D38F2ABFD483...

State/Local Records Branch Manager

Date of Approval

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The determination as set forth meets with my approval.

Signed by:



12/13/2024

20EA37AF102CAFC...

Auditor of Public Accounts or Designee

Date of Approval

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

**LOCAL AGENCY RECORDS  
RETENTION SCHEDULE**

LOCAL GOVERNMENTS  
County/Local: Public Use Airports  
Administration

Series	Records Title and Description	Function and Use
<b>L6477</b>	<b>Appraisals</b>	This record series documents of formal written estimates of monetary value (appraisals) created for the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Documents received from an appraisal company, property listing, description of appraised items, photos, appraiser information, valuation methodology, market value, restrictions, and related information.
	<b>Retention and Disposition</b>	Retain permanently.
<b>L6478</b>	<b>Disadvantaged Business Enterprise (DBE) Program Compliance Records</b>	This record series documents activities related to Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) grant compliance. These are Federal Aviation Administration (FAA) and Department of Transportation (DOT) grant programs. The DBE program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted contracting markets nationwide. The primary objective the program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded projects. Grant assurances require program involvement. Goals are set every three (3) years with annual reports required; all forms and reports follow a federal government report format and structure.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Standard reporting format determined by US government, goals and related compliance statistical information.
	<b>Retention and Disposition</b>	Retain for three (3) years from submission of final report and audit, then destroy.
<b>L6480</b>	<b>Lost and Found Reports</b>	This record tracks lost and/or found items in agency facilities. An attempt is made to return to the owner. If an owner cannot be determined, the item may be returned to the finder after a set period, usually 60 days.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Case identification, item type, date found, date reported lost, name and contact details of owner or finder, location of find or lost, description of item, disposition date, employee information, or other related information.
	<b>Retention and Disposition</b>	Retain for two (2) years after disposition of item, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Administration

Series	Records Title and Description	Function and Use
L6513	<b>Internal Audit</b>	This record series consists of completed internal audits performed by the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: receipts and expenditures of each fund, date of the audit, name of auditor, audit findings, recommendations, corrective actions taken by management, and other related information.
	<b>Retention and Disposition</b>	Retain permanently.
L6535	<b>Bylaws (V)</b>	This record documents the establishment of rules for administration, regulation, and operation of the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Bylaws, reference index, date(s), signatures.
	<b>Retention and Disposition</b>	Retain permanently.
L6536	<b>Majority in Interest Letters (V)</b>	This record documents signed use agreements where the agency agrees to initiate and fund specific projects.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Authorized signature(s), date, transmittal letters, calculations, and supporting documentation.
	<b>Retention and Disposition</b>	Retain permanently.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Airport Rescue and Fire Fighting (ARFF)

Series	Records Title and Description	Function and Use
L6485	<b>Company Inspection Data</b>	This record represents data from inspections conducted by personnel for safety hazards, compliance with safety standards, and safe work practices. Information from these inspections is entered into the Airport Security and Operations Compliance System (ASOCS). This system tracks and manages critical inspections, incidents, operational logs, security, and activity at an airport.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Inspection address, inspection date, inspector name, health or safety topics, inspection outcomes, or other related information.
	<b>Retention and Disposition</b>	Retain permanently in ASOCS.
L6486	<b>Knox Box Application File (CLOSED)</b>	Closed Series - This record is no longer created. 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.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	This record series may contain the name of individual requesting, the name of the business and approval signature by the ARFF.
	<b>Retention and Disposition</b>	Retain while active. Destroy when no longer active.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Commercial and Business Development

Series	Records Title and Description	Function and Use
L6493	<b>Controlled and Prohibited Item Compliance Checklist</b>	This record documents a required Transportation Security Administration (TSA) checklist for prohibited items that are allowed past security screening points. A list of TSA prohibited items, which could be used as weapons, is created and exceptions are granted if the item is controlled. The checklist documents the location of items, periodic audits/inspections, and compliance with safety and TSA protocols. Common examples of these controlled items include knives used by restaurants or other tools used by airport maintenance personnel.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Inspection date and time, location of items, compliance, violations, required signatures, and other relevant information.
	<b>Retention and Disposition</b>	Retain for three (3) years after inspection, then destroy.
L6494	<b>Periodic Airport Tenant Audit</b>	This record documents audits performed by airport staff of airport tenant stores and vendors. These audits can evaluate cleanliness, customer service, food quality, and compliance with contract standards. These audits are generally unannounced and occur at periodic and standard intervals.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Audit dates and time, auditor information, store or vendor information, audit scores, summary, comments, photos, and other relevant information.
	<b>Retention and Disposition</b>	Retain for three (3) years and audit, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS  
County/Local: Public Use Airports  
Finance

Series	Records Title and Description	Function and Use
L6498	<b>Capital Improvement Plan (CIP) File</b>	This record documents development of a Capital Improvement Plan, including financial and operational justifications.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Costs, operating budget impact, potential cost savings, justification, project name, working papers, or other related information.
	<b>Retention and Disposition</b>	Retain drafts and working documents until the end of the fiscal year and audit, then destroy. Retain the annual approved CIP permanently.
L6501	<b>Investment Records</b>	This record documents financial investments made by the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Fund type, investment balance, investment(s) held, maturity date, policy requirements, maturity schedule, trade records, and other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years after close of investment and audit, then destroy.
L6503	<b>Property Transfer and Disposal Records</b>	This record documents the approved disposition of agency owned inventory and equipment disposed of, sold, or junked.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Description of item, current value, planned disposition, bills of sale, signed approval, or other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years and audit, then destroy.
L6504	<b>Arrivals Revenue Report</b>	This record documents the accumulation and tracking of aircraft landing at the airport for the purpose of billing. Airlines are billed periodically, often monthly, for use of the airport. Billing is based on the landed weight of the aircraft.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Airline name, type of aircraft, category of aircraft, weight of aircraft at landing, number of arrivals in billing period, totals of landed weight, and other needed information.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of final report and audit, then destroy.



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Finance

Series	Records Title and Description	Function and Use
<b>L6540</b>	<b>Depreciation Records</b>	This record documents depreciation calculations and accumulations of assets owned by the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Information about asset depreciating, current year depreciation, accumulated depreciation calculations, or other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years and audit, then destroy.
<b>L6630</b>	<b>Airport Improvement Program (AIP) Files (V)</b>	This record documents Federal Aviation Administration (FAA) grants awarded through the Airport Improvement Program (AIP). AIP provides grants to public agencies for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems. AIP grants are for planning, development, or noise compatibility projects. Activities relate to capital items serving to develop and improve the airport in areas of safety, capacity, and noise compatibility. Projects must meet Federal environmental and procurement requirements.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Agreement documents: application, signed agreement, maps, amendment(s); financial documentation; invoices, billing statements, vouchers, cancelled checks, receipts, payment requests; procurement records: professional services contracts, selection documentation, construction contracts, purchase orders, notices to proceed, records of negotiation, fee analysis, audit certification of overhead rates for consultants; administrative records: sponsor certifications, drug-free workplace certification, related correspondence; project records: interim reports, final report, record drawings, summary of tests, daily records, summaries; labor capitalization calculations; other relevant records.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of final reimbursement and audit, then destroy.
<b>L6632</b>	<b>Passenger Facility Charge (PFC) Program Files (V)</b>	This record documents the Federal Aviation Administration (FAA) Passenger Facility Charge (PFC) Program. Regulations in 14 CFR Part 158 establish procedures that allow an eligible public agency to be authorized to impose a PFC per enplaned passenger at commercial service airports. Eligible public agencies must apply to the FAA for authority to impose a PFC. Proceeds from the PFC are to be used to finance eligible airport-related projects that enhance safety, capacity, or security of the national air transportation system; reduce noise from an airport; or furnish opportunities for enhanced competition between or among air carriers. PFC revenue must be accounted for separately but may be comingled with other sources of revenue; PFC revenue is to be regarded as trust funds and must be disclosed as trust funds in financial statements. The FAA may periodically audit/or review the collections and remittance of PFC revenue to ensure compliance with applicable statutes.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Agreement documents: application, signed agreement, maps, amendment(s); financial documentation; invoices, billing statements, vouchers, cancelled checks, receipts, payment requests; procurement records: professional services contracts, selection documentation, construction contracts, purchase orders, notices to proceed, records of negotiation, fee analysis, audit certification of overhead rates for consultants; administrative records: sponsor certifications, drug-free workplace certification, related correspondence; project records: interim reports, final report, record drawings, summary of tests, daily records, summaries; labor capitalization calculations; other relevant records.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of final report and audit, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS  
County/Local: Public Use Airports  
Finance

Series	Records Title and Description	Function and Use
L6851	<b>Certified Representation of Revenues</b>	This record series documents certified financial statements reporting revenues that are received from airport leasing tenants.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Monthly revenues, certifying signatures, and related information.
	<b>Retention and Disposition</b>	Retain three (3) years after termination of current agreement and audit, then destroy.
L6866	<b>Rates and Charges Modeling</b>	This record documents various models to assist in the determination of rates, charges, and fees appropriate to charge airlines and other tenants that rent space in terminals or use airfields for the recovery of costs associated with airport services and infrastructure. These models may be adjusted as needed based on negotiations or other conditions.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Cost-based analysis, market-based analysis, geographic location, airport type and size, activity level, hanger types and sizes, fuel flow fees, other facilities charges, comparable rates and charges, rate setting methodologies, financial data, and other relevant information.
	<b>Retention and Disposition</b>	Retain for three (3) years and audit, then destroy.
L6894	<b>Customer Facility Charge (CFC) Files</b>	This record documents Customer Facility Charges (CFC) used to help fund the cost of rental car facilities. CFCs are user fees charged to customers of rental car companies and used to pay for the capital and operating costs of rental car facilities, including construction of new facilities and improvements to existing. CFC rate can be adjusted periodically to provide adequate revenues for obligations.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Rental car revenue data, estimated costs, fees and expenses of existing or future rental car facilities, funds collected, rate information, and other relevant information.
	<b>Retention and Disposition</b>	Retain for three (3) years and audit, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS  
County/Local: Public Use Airports  
Human Resources

Series	Records Title and Description	Function and Use
L6507	<b>Personnel Reports (V) (V)</b>	This record consists of personnel reports required by and submitted to federal agencies.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: EEO-4 form reports, Vietnam Readjustment Act VETS 100A report, Annual Affirmative Action plans, Discrimination Employment Act, Americans with Disabilities Act (ADA) reports, general airport information, statistical information about employees, or related information.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of submittal, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Identification

Series	Records Title and Description	Function and Use
L6509	<b>Key Acceptance Form</b>	This record documents the assignment and receipt of keys and/or electronic keycards to authorized employees which allows physical access to secured areas. Employees are assigned a key/keycard and must sign an acknowledgement of receipt of related rules and regulations.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name of employee, background check, Social Security Number, signed employee acknowledgment, and other relevant information.
	<b>Retention and Disposition</b>	Retain for one (1) year after return of key/keycard or when employee no longer has access, then destroy.
L6511	<b>Identification Badge Files</b>	This record documents the process of obtaining and maintaining a secured identification badge for employment at the agency and provides assurance that the agency and individual are in compliance with the Transportation Security Administration (TSA). The secured identification badges provide photo identification and access to controlled areas. Badges can be issued to employees of the agency, tenant employees, and airline employees providing service and are valid for two (2) years. Informational audits may be performed periodically to ensure accuracy of information maintained by the agency.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Application for badge, name of employee, address, Social Security Number, date of birth, background check(s), fingerprints, security threat assessment, U.S. Customs access permissions, airport security rules, security principles and regulation training and test results, area(s) with allowed access, copy of identification, badge number, associated company/airline, authorized signature documentation, corrections; ramp pass logs, and other related information.
	<b>Retention and Disposition</b>	Retain information audits for one (1) year, then destroy. Retain Signatory Authority documentation for two (2) years, then destroy. Retain all other cumulative documentation for one (1) year after revocation of access or return of badge, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Maintenance

Series	Records Title and Description	Function and Use
L6488	<b>Alarm Test Results</b>	This record documents test results for alarms found throughout the facilities. Tests are often conducted through a system provided by the alarm vendor. These tests are conducted to ensure alarms are working properly.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Alarm location, alarm identifier, type of device, results, or other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of test, then destroy.
L6514	<b>Routine Inspections File</b>	This record documents routine annual maintenance inspections and issued operating certificates or permits for equipment, including for elevators, escalators, and powerwalks. Inspections may be performed by agency personnel or vendors and are used to identify needed repairs or hazards, verify that equipment meets applicable and current code(s), and may support warranty requirements.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Operating certificates, location of equipment, equipment identification number, date and time of inspection, inspector's name and company, inspection results, and other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years from date of inspection or issuance of certificate or permit, whichever is longer, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Parking and Ground Transportation

Series	Records Title and Description	Function and Use
L6490	<b>Ground Transportation Operator Commercial Vehicle Permit Application File</b>	This record documents the commercial vehicle permitting process. Permits are granted to ground transportation companies working within or at airport facilities. Permits can be either annual or biannual (per trip).
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Permit application, applying company information, list of requested vehicles to be permitted, certificate of insurance coverage, copy of permit, or other related information.
	<b>Retention and Disposition</b>	If application approved, retain file until three (3) years after final renewal expiration, then destroy. If application denied, withdrawn, surrendered, or revoked, retain for one (1) year after denial, withdrawal, surrender, or revocation, then destroy.
L6516	<b>Parking Loyalty Program File</b>	This record documents a parking loyalty program which provides incentives to customers for use of parking facilities.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Individual enrolled in program, employer, parking revenue calculations, loyalty "points", revenue, and other relevant information.
	<b>Retention and Disposition</b>	Retain for three (3) years after final transaction or the individual is no longer a member of the program, then destroy
L6884	<b>Parking Card Authorizations</b>	This record documents internal authorization for issuance of free parking cards for parking. These authorizations are periodically renewed or reviewed.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Individual assigned parking card, restrictions on use, authorization, or other related information.
	<b>Retention and Disposition</b>	Retain for two (2) years or until card is revoked, returned, or reauthorized, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

LOCAL GOVERNMENTS  
County/Local: Public Use Airports  
Procurement

Series	Records Title and Description	Function and Use
L6629	<b>Inventory or Warehouse Requisition Tracking</b>	This record documents requisitions and requests from agency inventories or warehouses. Individuals or departments request supplies, equipment, or parts from the inventory or warehouse when needed.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Date or requisition request, requesting person/department, request date, fulfillment date, description of request, cost of request or item, or other related information.
	<b>Retention and Disposition</b>	Retain for three (3) years from request and fulfillment and audit, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Safety, Security, and Compliance

Series	Records Title and Description	Function and Use
L6481	<b>Perimeter Inspection File</b>	This record documents airport perimeter inspections for safety and integrity issues and to ensure compliance with federal, state, and local guidelines.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Inspection type, inspection date and time, location, inspector information, issues noted, compliance or violation comments, and other relevant information.
L6520	<b>Hazardous Waste Generator Regulatory Records</b>	This record documents required forms and reporting to show compliance with hazardous waste generator regulations. The Environmental Protection Agency's (EPA) Resource Conservation and Recovery Act (RCRA) regulations, found in title 40 CFR part 262, establish basic hazardous waste management standards for hazardous waste generators. Regulations ensure that hazardous waste is appropriately identified and handled safely to protect human health and the environment, while minimizing interference with daily business operations. Kentucky's rules for hazardous waste regulations adopt the majority of federal regulations. Hazardous waste generators are divided into three categories based on the quantity of waste generated per month; reporting requirements are contingent on those categorizations which include, very small quantity generators, small quantity generators, and large quantity generators.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Waste generation and accumulation records showing types and quantities of hazardous waste, contingency plan and emergency procedures, Uniform Hazardous Waste Manifest, Biennial Report, Exception reports, and other related or required documentation.
	<b>Retention and Disposition</b>	Retain for three (3) years, then destroy.
L6523	<b>Underground Storage Tank Records</b>	This record documents inspections, testing, closure, and compliance with related Environmental Protection Agency (EPA) regulations regarding underground storage tank systems (UST). UST is a tank and any connected underground piping with at least 10 percent combined volume existing underground. Federal UST regulations apply only to UST systems storing petroleum or certain hazardous substances.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Test (monthly and annual) results; UST Facility Registration Form; Notification Form for Underground Storage Tanks; Notification of Ownership Change for Underground Storage Tanks; records of leak detection performance and maintenance; inspection reports; repair or upgrade information and reports; compliance records; monitoring results; installation reports; permanent closure site assessment results; financial assurance mechanism and financial responsibility certification; release detection equipment performance claims; operator information, cathodic protection records; and other related information.
	<b>Retention and Disposition</b>	Retain records using the current Federal and State regulations and guidelines. Retain the most recent, then destroy when superseded: Leak detection performance and maintenance monitoring results; site assessments for groundwater and vapor monitoring methods; tank tightness test; piping tightness test; and vapor monitoring result. Retain the following for 180 days, then destroy: Sixty (60) day rectifier inspections (last three tests). Retain the following for one (1) year, then destroy: Walkthrough inspections. Retain the following for three (3) years, then destroy: Recent maintenance, repair, and calibration of on-site leak detection equipment; annual release detection equipment operations tests; spill bucket testing; containment sump testing; and overfill inspections. Retain the following for five (5) years, then destroy: Performance claims provided by leak detection manufacturers. Retain the following for six (6) years, then destroy: Corrosion protection system tests (last two three-year tests). Retain the following until permanent closure or change-in-service: Corrosion expert analysis of the site corrosion potential; records showing that a repaired or upgraded UST system was properly repaired or upgraded; documentation of financial responsibility; and compliance with compatibility requirement records. Retain the following for three (3) years after closure: Site assessment results required for permanent closure.



# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Safety, Security, and Compliance

Series	Records Title and Description	Function and Use
L6524	<b>Environmental Permits</b>	This record consists of environmental permits issued to the agency by Federal, State, or local agencies to remain in compliance with environmental rules and regulations.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Permits and supplemental information.
	<b>Retention and Disposition</b>	Retain permanently.
L6526	<b>Wildlife Hazard Management Records</b>	This record consists of required reports for airports that hold Airport Operating Certificates issued under 14 CFR Part 139 Subpart D to comply with the wildlife management requirements in 14 CFR Part 139 Subpart 337. These can include Wildlife Hazard Site Visits, used to provide an abbreviated analysis of wildlife hazards, determine if an Assessment is needed, and provide actionable items to expedite the mitigation of hazards; Wildlife Hazard Assessments, an ecological study to analyze local and transient wildlife populations, habitat, airport operations, and strike data to establish a scientific basis for development, implementation, and refinement of a Plan; and Wildlife Hazard Management Plans, which provide measures to alleviate or eliminate wildlife hazards. Wildlife Management Plans are approved by the FAA are evaluated every 12 consecutive months or following a triggering event.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Airport information, airport wildlife hazard history, documented or suspected wildlife hazards, habitat attractants, control activities, airport operations and maintenance procedures, aircraft operations and scheduling, ecologists and biologist field observations or surveys, wildlife strike data, current wildlife management activities, current State or Federal depredation/ wildlife control permits and reports, current maps, analysis of wildlife events, recommended actions for reducing identified wildlife hazards, information about continual monitoring, final reports, annual review, letter of approval for Wildlife Hazard Management Plans, and other related information.
	<b>Retention and Disposition</b>	Retain current reports and approvals until superseded, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Safety, Security, and Compliance

Series	Records Title and Description	Function and Use
L6527	<b>Airport Certification Program (Part 139) Inspection Records</b>	<p>This record consists of all inspection of airport operations to verify compliance with 14 CFR Part 139, Certification of Airports (Part 139). Inspections can be initial inspections, required for airports not currently certified under Part 139 or for airports undergoing a transfer of ownership; periodic inspections, which are conducted on an agreed-upon schedule and ensure the airport is safe and the AOC holder is operating in Part 139 compliance and in accordance with procedures and practices described in the approved Airport Certification Manual (ACM); or surveillance inspections which can be announced or unannounced and are conducted in addition to periodic inspections. Surveillance inspections may be used after non-compliance findings; to monitor airfield safety during construction activities; to validate continued compliance with ACM or Part 139; to provide additional oversight at larger, busier airports; to review winter operations; to confirm a change in ARFF capability/implementation of a new ARFF department; or to respond to information about enhanced risk, including changed in management, ARFF equipment, or air carrier service.</p>
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Training records and certificates, including airport personnel, emergency personnel (ARFF and medical service), fueling agents, ground vehicle operators, and personnel with access to movement and safety areas; inspection records, including fueling agent trucks, fuel storage areas, and self-inspections; accident or incident records; airport conditions, wildlife hazard reports, Airport Certification/Safety Inspection Checklist (Form 5280-4); and other required information.
	<b>Retention and Disposition</b>	<p>Retain the following for 12 consecutive calendar months, then destroy: records of inspections of fueling agent trucks and fuel storage areas; fueling records involving handling and storing of hazardous substances and materials; records for self-inspections; records for accidents or incidents occurring on the movement and/or safety areas involving air carrier aircraft and/or ground vehicles; records of airport conditions to be reported to Flight Service and Notices to Airmen, including information on construction or maintenance, surface irregularities, snow/ice situations, unresolved wildlife issues; and any other relevant inspection report.</p> <p>Retain the following for 24 consecutive calendar months, then destroy: training records for airport personnel, emergency personnel training (ARFF and medical service), ground vehicle operators, personnel with access to the movement and safety areas, and fueling agents.</p>
L6529	<b>Airport Security Plan (V)</b>	This record documents a security plan as required for an airport security program under 49 CFR 1542 and subject to approval by the Transportation Security Administration (TSA). The plan must provide for the safety and security of persons and property on an aircraft operating in the air transportation or intrastate air transportation against an act of criminal violence, aircraft piracy, and the introduction of an unauthorized weapon, explosive, or incendiary on an aircraft.
	<b>Access Restrictions</b>	49 CFR Part 1542 Subpart B - Airport Security Plan. Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Name, contact, and training requirements of Airport Security Coordinator; description of secured areas; description of aircraft operations area; description of the security identification display area; description of sterile areas; procedures to comply with fingerprint-based criminal history records checks; description of personnel identification systems; escort procedures; training programs; description of law enforcement support; system for records maintenance; procedures, facilities, and equipment used to support TSA inspections; contingency plan; procedures for distribution, storage, and disposal of security programs, Security Directives, Information Circulars, implementing instructions, and classified information; procedures for posting public advisories; incident management procedures; alternate security procedures for natural disasters or unusual conditions; airport tenant security program; approval information; required signatures; and other relevant information.
	<b>Retention and Disposition</b>	Retain current plan and approvals until superseded, then destroy.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## LOCAL GOVERNMENTS County/Local: Public Use Airports Safety, Security, and Compliance

Series	Records Title and Description	Function and Use
L6530	<b>Airport Certification Program Records (V)</b>	This record documents the Airport Certification Program. U.S. airports serving certain air carrier operations are required to be certified by the Federal Aviation Administration (FAA). Under 14 CFR Part 139, Certification of Airports, the FAA issues Airport Operating Certificates (AOC) to allow airport operators to serve certain air carrier passenger operations, including scheduled passenger-carrying operations of an air carrier operating aircraft with more than nine (9) seats and unscheduled passenger-carrying operations of an air carrier operating aircraft with at least thirty-one (31) passenger seats. The FAA issues AOC to airports that comply with safety and emergency response requirements covering a wide range of issues, including, signs, lights and markings, runway safety, aircraft rescue and firefighting, aviation fueling safety, snow and ice control, and wildlife hazard management.
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: Form 5280-1 Application for Certificate, Airport Certification Manual, Airport Emergency Plan, request for modifications or surrender of AOC, correspondence, transmittal letters, completed and signed AOC, exemptions, deviations, amendments, and other related information.
	<b>Retention and Disposition</b>	Retain Application for Certificate, ACM, Certificate, current and past exemptions permanently. Retain all other related information for three (3) years, then destroy.