



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 Archives and Records Commission



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

June 13, 2013
Schedule Date

Unit

March 10, 2016
Change Date

March 10, 2016
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

State Archivist and Records Administrator
Director, Public Records Division

Date of Approval

[Signature]
Chairman, State Archives and Records Commission

3/10/16
Date of Approval

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

[Signature]
Records Analyst/Regional Administrator

Date of Approval

[Signature]
Appraisal Archivist

3/10/2016
Date of Approval

[Signature]
State/Local Records Branch Manager

March 10, 2016
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

3/10/16
Date of Approval

Mike Harmon

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
L6484	Controlled Substance Log	This record series is used to document the inventory of controlled substances maintained by ARFF and EMS personnel. This is required to comply with Drug Enforcement Administration (DEA). These are sign off and usage sheets maintained by staff.
	Access Restrictions	None
	Contents	This record series may contain the date, staff person, substances, and EMS signature
	Retention and Disposition	Retain 5 years, then destroy.
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.
L6599	Station Log Book	This record series is used to document all daily activities in the fire station. This may include fire runs, duty assignments, duties completed, committee meetings and any personnel actions. Used to document the whereabouts of staff and verify results.
	Access Restrictions	None
	Contents	This record series contains the date, time, account of activity, weather information. This may be broken down into platoon.
	Retention and Disposition	Retain 5 years, then destroy.
L6602	Daily Apparatus Checklist	This record series is used to document all vehicles, generators, breathing apparatus, and any other items used in the day to day work of the fire department have been checked for performance capabilities. This is done daily to ensure that the vehicles and other apparatus are in good condition and are being maintained to the highest level of readiness.
	Access Restrictions	None
	Contents	This record series contains the date, shift, operator's name, items checked before apparatus is started, with apparatus running outside, generator checks, and breathing apparatus checks. Each one of these has a list of items to be checked.
	Retention and Disposition	Retain 2 years, then destroy.
L6603	Hydrant Flow Test Report	This record series is used primarily for grading purposes by the insurance rating company. Also documents the exact pressure at the hydrants to make sure they are in good working condition. This is done at least once a year.
	Access Restrictions	None
	Contents	This record series contains the date inspected, hydrant #, number of outlets, static psi, flow psi, residual psi, hydrant condition, platoon doing testing.
	Retention and Disposition	Retain 9 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.
L6569	Itineraries/Schedules of Meetings	This record series is used to document the time and place of meetings and the agendas for those meetings. These are for Airport Board meetings and special meetings. These include press releases announcing the meetings. These are maintained by the office of the CEO.
	Access Restrictions	None
	Contents	This record series may include the time, date, place of meeting and the subjects to be covered.
	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
 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
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 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
L6570	Insurance Claims File (Liability General and Auto) (V)	This record series is used to document those claims for/against the agency for some type of injury. This includes all claims that involve government properties and automobiles.
	Access Restrictions	None
	Contents	This record series contains the accident reports, injury/complaint report, medical determinations, summary of claim, police report if necessary.
	Retention and Disposition	Retain Permanently.
L6571	Insurance Claims File (Non-Liability General and Auto) (V)	This record series is used to document claims of vehicle damage which are a demand for payment for insured loss to physical property, independent of liability or bodily injury.
	Access Restrictions	None
	Contents	This record series contains the , summary of claim, type of damage, date, time, police report, if needed, and other supporting documents.
	Retention and Disposition	Retain Permanently.
L6572	Insurance Policy File (V)	This record series documents a contract between the airport and an insurance company whereby for a stipulated consideration, the company agrees to compensate the other for loss against a specified action or event. This series may include all policies purchased by the airport, including accident, sickness, auto, theft, fidelity and surety coverage.
	Access Restrictions	None
	Contents	This record series contains the policy, correspondence, supportive claim documents.
	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
 External Affairs

Record Group
 Number

Series	Records Title and Description	Function and Use
L6496	Media Contact Information	This record series is used to document any interactions with the media and paper clippings and other media where the airport is mentioned.
	Access Restrictions	None
	Contents	This record series may contain news clippings and articles mentioning the airport.
	Retention and Disposition	Retain 2 years, then destroy.
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 Access Restrictions Contents Retention and Disposition	This record series is used to document certified financial statements received from airport leasing tenants reporting revenues. None This record series may contain revenues by month and certifying signature. Retain 5 years after agreement termination. Destroy after audit.
L6503	Property Transfer and Disposal Reports Access Restrictions Contents Retention and Disposition	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. None This record series may contain equipment description, current value, planned disposition, any related sales proceeds and bills of sale and signed approval. Retain Permanently
L6504	Revenue Arrivals Report Access Restrictions Contents Retention and Disposition	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. None 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. Retain Permanently
L6551	Accounts Receivable File (V) Access Restrictions Contents Retention and Disposition	This record series is used to document all receipts through daily transactions. These are maintained by fund account and are maintained to document all income from all sources. . None This record series may contain receipts, billing data monthly aging, invoices, tenant concession reports, fuel flow reports, credit memos, write off authorizations, landing reports, and remittance advices. Retain 6 years. Destroy after audit.
L6552	Banking Records File Access Restrictions Contents Retention and Disposition	This record series documents all banking transactions, including payroll and is maintained to verify the checks written and reconciliation of accounts. It is also used as an audit trail and a reference. None This record series may contain the cancelled check and warrants, bank reconciliation, bank statement, check stubs, duplicate copies of checks and deposit ticket. 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
Finance Department

Record Group
Number

Series	Records Title and Description	Function and Use
L6553	Customer Utility Bill (V)	This record series is used to document a bill returned by customer with payment, documenting the payment for electricity and gas service.
	Access Restrictions	None
	Contents	This record series contains the account #, item, amount, net bill due now, gross bill due after a certain date, reading, previous reading, current reading, date read, usage, usage codes and terms of payment.
	Retention and Disposition	Retain 6 years. Destroy after audit.
L6554	Periodic Accounts Receivable Activity Report (V)	This record series is used to document customer payment and may be kept daily, monthly or annually. It is only needed for audit and as long as accounts receivable file is maintained.
	Access Restrictions	None
	Contents	This record series contains the account #, customer name, sequence, reference date, service given, amount paid and rate.
	Retention and Disposition	Retain 6 years. Destroy after audit
L6555	Closeouts-Final Billing (V)	This record series is used to compute the final billing of a customer. This is a termination of service billing.
	Access Restrictions	None
	Contents	This record series contains the account #, address, date of last payment, amount of last payment, type of service(water, sewer, electricity, natural gas, cable or other), usage, previous balance, current charges, taxes, interest, totals, current reading, previous reading, deposit for service and date of payment.
	Retention and Disposition	Retain 6 years. Destroy after audit.
L6556	Disconnection List - Utility Service (V)	This record series is used to document those customers where services have been disconnected because non payment. he payment of any balances will be shown on the Daily Cash Activity Report and Accounts Receivable.
	Access Restrictions	None
	Contents	This record series contains the date, account #, customer name, service address, last payment, meter ID, total due and delinquent amount.
	Retention and Disposition	Retain 6 years. Destroy after audit.
L6557	Delinquent Payment File - Utilities (V)	This record series is used to track those customers whose service was discontinued because of non-payment.
	Access Restrictions	None
	Contents	This record series contains the name of customer, last known address, account #, amount owed, date and overdue notices sent.
	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
 Finance Department

Record Group
 Number

Series	Records Title and Description	Function and Use
L6558	Sales Tax Report Access Restrictions Contents Retention and Disposition	This record is used to document Kentucky sales tax collections and/or payments. None This record series may contain the name, address, phone, amount of sales for tax purposes, amount of sales tax received and totals. Retain 6 years. Destroy after audit.
L6559	Budget Draft and Workpapers (V) Access Restrictions Contents Retention and Disposition	This series serves as a reference tool for the working budget process. It is used only to verify amounts, details, etc. until the final budget is approved. Used in compiling the annual budget. None Each fund & department's proposed budget, agency request, executive recommendations, 3 previous years' expenses, current year expenses, estimated expenses for current year. Also includes correspondence, working budget request, computations, and previous budget totals. Retain 3 years.
L6560	Monthly Summary of Wages Earned Access Restrictions Contents Retention and Disposition	This record series documents the monthly summary of wages for local government employees contributing to the Kentucky Retirement System. This is a listing of employees, wages and contributions. None This record series contains the agency #, period covered, total wages reported, employee's installment payment, employee contributions, total of installment payment and employee contribution, employer contribution, grand total for installment, employee and employer contribution, plus added payment for late reporting, city name, contact person, address, and phone #, certification that persons listed in report are full-time employees, date report filed, signature of reporting official followed by a listing of employees names with social security number, gross wages previous month, gross wages current month, installment purchase previous month, and installment purchase for the current month. Retain 4 years. Destroy after audit.
L6561	Vehicle Information File (V) Access Restrictions Contents Retention and Disposition	This record series is used to document certain information about vehicles owned by the airport. This includes the purchasing documentation and type of vehicle. None This record series may contain the registration, purchase order, type of vehicle, specifications of vehicle and year put into service. Retain 1 year after disposal of vehicle, then destroy.
L6562	Meter Reading Book/Log/Register Access Restrictions Contents Retention and Disposition	This record series is used to list customers and their usage. None This record series contains the date run, book #, name of person taking the reading, page #, account #, meter I.D. #, customer name and address, reading method, current reading, previous reading, and average/previous use. Retain 7 years, then destroy.

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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
L6563	Monthly Billing Journal/Register (V)	This record series is used to generate the utility bill for the month. The information is the same on this record as on the bill sent to the customer.
	Access Restrictions	None
	Contents	The record series contains the account #, customer name, service address, city, street, service, days, reading date,, usage, previous balance, charges, utility tax, taxes, net, penalty and totals.
	Retention and Disposition	Retain 7 years. Destroy after audit
L6564	Accounts Payable File	This record series is used to document the purchasing and bill paying process. The process is usually started by requisitioning something for purchase. A requisition is issued and this triggers a purchase order for the item or service. When a bill for the purchase is received it is matched with the purchase order..
		May include list of claims, claims, requisition, purchase order, vendor invoice, receipts, certified prevailing wage information from contractors, travel requests, employee expense reports, petty cash request for reimbursements, voucher copies, check copies, wire transfers, voided checks, canceled checks, paid check detail and supporting documents. This series is used to document the requisitioning, purchasing and remitting process.
	Access Restrictions	None
	Contents	This record series contains the requisition, purchase order, travel requests, receipts, vendor invoices, check copy, receiving order and supporting documentation.
	Retention and Disposition	Retain 7 years. Destroy after audit.
L6565	Payroll Register - Pay Period (V)	This record series is used to document the earnings and withholdings of employees for each pay period and must be kept for at least three years. This is used to compile the year end Payroll Register.
	Access Restrictions	None
	Contents	This record series contains the run date, name of employee, gross pay, withholdings, rate of pay, year to date totals, total deductions and payroll vouchers.
	Retention and Disposition	Retain 6 years. Destroy after audit
L6566	Time and Attendance Record File (V)	This record series is used to document the official time worked by the employees during a specific pay period. It is used to input data and as an instrument to calculate payroll for employees. May include the Payroll Sheet, Time Sheet, Time Card and Daily Attendance Report. Begins the payroll process for each pay period.
	Access Restrictions	None
	Contents	This record series contains the payroll sheet which is a cumulative record of employees and the time they worked during the pay period. This data is collected from the time sheets. This record series also contains the time sheet for each individual employee. Each of these contain the name of employee, time worked, name of department, authorized signature, payroll beginning date, payroll ending date, dates worked, hours worked, totals and certifications.
	Retention and Disposition	Retain 6 years. Destroy after audit.

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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
L6567	Reimbursing Employer's Quarterly Unemployment Wage Report	This record series documents the quarterly payment of unemployment insurance contributions by a local government to the Division of Unemployment Insurance. At minimum the report may be one page in length but could be far longer depending upon the number of employees. A check may or may not be attached to the report depending on whether the local government decides to file it with the report or separately.
	Access Restrictions	None
	Contents	This record series contains the KY employer ID number, federal employer ID number, employee name, social security number, gross wages, total for the pages, totals for all pages, number of employees by quarter with monthly totals, previous amount due, total amount due, number of pages in the report, remittance attached yes or no, signature line, title line, address and telephone number, date.
	Retention and Disposition	Retain 6 years. Destroy after audit.
L6628	Banking Records File	This record series documents all banking transactions, including payroll and is maintained to verify the checks written and reconciliation of accounts. It is also used as an audit trail and a reference.
	Access Restrictions	None
	Contents	This record series may contain the cancelled check and warrants, bank reconciliation, bank statement, check stubs, duplicate copies of checks and deposit ticket.
	Retention and Disposition	Retain 6 years. Destroy after audit.

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 RETENTION SCHEDULE

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

Record Group
 Number

Series	Records Title and Description	Function and Use
L6604	Vehicle Maintenance File (ARFF)	This record series is used to document repairs and service completed on ARFF vehicles within the fire department. These are mainly the fire trucks and supporting vehicles.
	Access Restrictions	None
	Contents	This file contains material used, description, price, name and address of owner, make/model of vehicle, year, and a description of the repair/service completed and the total cost.
	Retention and Disposition	Retain 1 year after vehicle disposition, then destroy.
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.

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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
L6505	OSHA Compliance Records	This record series is used to document underlying records and details concerning work-related injuries and illnesses, and all related regulatory reports such as the OSHA Forms 300 (Log of Work Related Injuries and Illnesses), 300A (Summary of Work Related Injuries and Illnesses), and Form 301 (Injury and Illness Incident Report), and the initiating Employee Accident Report. These reports and the entire reporting process, report formats, etc. is dictated by OSHA
	Access Restrictions	None
	Contents	This record series may contain the Standard OSHA Reports 300,300A and 301 and Employee Accident Report. They include case numbers, employee name, job titles, dates of injury, where injury occurred, injury description, injury classification, days away from work, physician or treatment information, and summarizations of this information (excluding person-identification information) for required annual reporting to employees.
	Retention and Disposition	Retain 5 years. Destroy after audit.
L6506	Organization Chart (V)	This record series is used to document the organization by function and department and includes names above a certain position level.
	Access Restrictions	None
	Contents	This record series may contain authorized positions and functions. May also have personnel names.
	Retention and Disposition	Retain Permanently
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.

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

Record Group
 Number

Series	Records Title and Description	Function and Use
L6575	Hiring Procedures File	This record series is used to document information that is used in reporting to Equal Employment Opportunity Commission (EEOC). This is primarily for compliance with affirmative action guidelines. This sets out the groups of persons protected and letters received for testing and that positions have been filled according to EEOC guidelines. This file also may have police reports for individuals seeking employment.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series contains the name of person , address, social security #, previous employer, reference confirmation, test scores, hiring information. May also contain the Hiring Analysis Report and Workforce Analysis Report.
	Retention and Disposition	Destroy 6 years from the date of the making of the record or after litigation resolved, whichever comes later. (29 CFR 1602.30-31)
L6576	Unemployment Insurance Claim File	This record series is used to document those claims made by former employees who qualify for unemployment benefits. They must have worked at least the first four out of the last five completed calendar quarters prior to the time that your claim is filed. They must have been determined to be unemployed through no fault of their own.
		As used Kentucky Revised Statutes 341.05 thru 341.990,"employing unit" means state or any department, division, administrative unit, political subdivision or municipality thereof, which has or subsequent to January 1, 1936, had one (1) or more workers performing services for it within this state, or one (1) or more workers performing services for it in covered employment in any state, or any successor to any employing unit defined in this subsection.
	Access Restrictions	KRS 341.190(3)(a)
	Contents	This record series may include the notice of claim, employment verification, fact finding report, notice of decision, referee hearing notice, referee decision, correspondence and other information pertaining to the claim.
	Retention and Disposition	Retain 60 years from first date of hire, then destroy.

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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.

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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.

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STATE AGENCY RECORDS
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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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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.
L6577	Applications - Persons Not Hired	This record series is used to document those applicants who have applied for positions but not hired. It is used as a reference for possible filling of positions in the future. Includes police assessments.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series contains the applicant name, address, telephone, social security #, questions about past employment, visa or immigration status, work availability, education, references, specialized skills, military service and signature.
	Retention and Disposition	Destroy after 3 years or after close of litigation whichever comes later

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

Record Group
 Number

Series	Records Title and Description	Function and Use
L6627	Periodic Audits (Daily, Monthly or Quarterly)	This record series documents periodic reviews of receipts, parking data verifications, and other revenues and disbursements. The information is then used to reconcile accounts and to verify postings. It basically serves as a daily check-out sheet for the financial section.
	Access Restrictions	None
	Contents	This record series may include the date, license #, account #, total amounts paid, name, date paid, ticket #, license # of vehicle, copies of receipts.
	Retention and Disposition	Retain 1 year, 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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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.
L6574	Purchase Order/Requisition Reference and Tracking Instruments	This record series is used to document the purchasing process starting when a requisition is received. This is an easy tracking system for the life of the purchase order. These instruments are also used to document those purchase orders that have not been paid and the status of the purchase order at any particular time. This is used to obtain supplies from the central warehouse. This also documents the purchasing and bill paying process from beginning to end. May include the Purchase Order Log, Requisition Log, Purchase Order Activity Report, Purchase Order Status Report and other reference material related to the tracking of the fiscal history of a purchase order whether active or inactive. This record series is used primarily for the tracking and referencing of the purchase orders.
	Access Restrictions	None
	Contents	This record series contains the purchase order #, date of issuance, date or report, name of requesting agency or department, vendor #, vendor name, amount of each p.o., total amount, description of purchase, activity of the purchase order.
	Retention and Disposition	Retain 7 years. Destroy after audit.
L6609	Bid Files - Successful (V)	This record series is used to document the bidding process for those who successfully bid to provide either goods or services to the local government. The bidding process documented in these files includes everything from the invitation to bid to the issuance of a purchase order.
	Access Restrictions	None
	Contents	This record series contains invitation to bid, specifications, notice of award, bid proposal, list of bidders, notice to bidders, draft copies of contracts/agreements, pre-construction information, copies of minutes of meetings by department heads and the executive, bid sheets of bidders, administrative orders, bid recommendations, copy of advertisement, copy of ordinances and resolutions, correspondence and purchase order(copy).
	Retention and Disposition	Retain 15 years after specifications met or completion of contract or agreement. Destroy after audit.
L6610	Bid File - Unsuccessful	This record series documents those bids by vendors which were unsuccessful. This includes the invitation to bid and the specs and the bid submitted by the vendor.
	Access Restrictions	None
	Contents	This record series contains the invitation to bid, bid specifications, vendor bid, notice of rejection, recommendations and correspondence.
	Retention and Disposition	Retain 15 years after completion of successful bid or termination. 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
L6611	List of Bidders	This record series is used as a reference to see who has bid on specific projects and as a tool for the future bidding process.
	Access Restrictions	None
	Contents	This record series contains the name of bidder, project description, date and whether successful or unsuccessful.
	Retention and Disposition	Retain 15 years after completion or termination of project. Then destroy.
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 or 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
 RETENTION SCHEDULE

KENTON COUNTY AIRPORT BOARD
 Cincinnati/Northern Kentucky International Airport
 Risk Management

Record Group
 Number

Series	Records Title and Description	Function and Use
L6606	Accident Reports-Public (V)	This series is used to document any accident that occurs on airport property. It is an administrative document that aids in gathering statistics concerning injuries for each year. The information is also used to settle any liability claims that result from the accident.
	Access Restrictions	None
	Contents	This record series may contain correspondence, accident form, supporting documents.
	Retention and Disposition	Retain Permanently.
L6607	Release of Liability by Participant	This record series is used to document that the airport will not be held liable for injuries and other accidents that may befall participants in recreational activities. This is signed by the parent or guardian at the beginning of the activity and is in force for the duration of that activity. This may also act as a reference if there is an injury to find medical information/insurance. This gives permission by the parent or guardian to the recreation department to utilize doctors/insurance when needed for the participant. This release may also contain the name of contact people in case of emergency.
	Access Restrictions	None
	Contents	This record series may contain the release, dates of activity, name of participant, name of guardian/parent, names of emergency contacts, medical insurance documentation, and signature of parent/guardian.
	Retention and Disposition	Retain Permanently
L6608	Facilities Rental Agreement (Reservation)	This record series is used to document the rental of airport facilities. These facilities are reserved for specific times during the year.
	Access Restrictions	None
	Contents	This record series may contain the name of renter, date, phone number, dates rented, facility, type of activity, and any compensation.
	Retention and Disposition	Retain Permanently.

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STATE AGENCY RECORDS
 RETENTION SCHEDULE

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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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.
L6525	Material Safety Data Sheets	This series includes data sheets listing common name, chemical name, risks of use, treatment in case of exposure or over-exposure, etc., for all chemicals used in the workplace. Records must be readily available to all employees.
	Access Restrictions	None
	Contents	Sheet for each chemical showing common name, chemical name, risks of use, treatment in case of exposure or over-exposure, etc. for all chemicals used in the workplace.
	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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Series	Records Title and Description	Function and Use
L6528	<p>FAA Part 139 Reporting Records -12 Month Operational Records</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>	<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>
L6529	<p>Airport Security Plan (V)</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>	<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>
L6530	<p>Airport Certification Manual/Airport Emergency Plan (V)</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>	<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>

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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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Series	Records Title and Description	Function and Use
L6548	Hazardous Materials Exposure File	This record series is used to document any personal or environmental monitoring of exposure to hazardous materials, lead, chemicals, toxic substances, blood borne pathogens, biological agents, bacteria, virus, fungus, radiation or other related conditions.
	Access Restrictions	
	Contents	This record series contains date of exposure, amount, time, type of exposure and actions taken.
	Retention and Disposition	Retain Permanently.
L6549	Environmental Research, Responses to Agencies and Consent Decrees	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.
	Access Restrictions	
	Contents	This record series may contain correspondence, action taken, decrees followed, dates and other reference material.
	Retention and Disposition	Retain Permanently.
L6579	Wastewater Treatment Plant Discharge Monitoring Report (DMR)	The record series documents the quality of the discharge and flow, biochemical oxygen demand, suspended solids, ph, sludge production, bacteriological quality, expenses for treatment, loading rates, facility sizes, and per cent reduction of contaminant of wastewater. Recordings are made daily by the operator of the wastewater plant. Monthly reports are sent to Division of Water in Frankfort, Ky., who in turn sends it to EPA. State government uses this record to see if a plant is meeting state and federal environmental guidelines. Reports are submitted according to size of plant and stream.
	Access Restrictions	None
	Contents	This record series contains the name of the city, address, permit number, discharge number, monitoring period, parameter, quantity or loading, quality or concentration, frequency of analysis, sample type, sample measurement, name/title principal ex. Officer, signature of principal executive, area code, phone number, date.
	Retention and Disposition	Retain Permanently.
L6580	Pretreatment Files	This record series is used to document provisions of the Clean Water Act which mandates pretreatment of certain discharges into a publicly owned treatment works. Certain pollutants must be pretreated before entering the system. Example of this is mercury. The pretreatment is done to prevent these pollutants from passing through the system into the receiving waters.
	Access Restrictions	None
	Contents	This record series may contain the lab results, general correspondence, self monitoring results, permit applications, permits, notice of violations, compliance schedules, compliance schedule updates and other information.
	Retention and Disposition	Retain Permanently.

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Series	Records Title and Description	Function and Use
L6581	Flow Charts - Pump Stations	This record series is used to document the amount of flow at each of the pump stations. This gives a picture over time about the amount of discharge and at what time. There is a chart recorder at each pump station. This shows if there is an overflow or by pass.
	Access Restrictions	None
	Contents	This record may contain the date, time, flow information.
	Retention and Disposition	Retain Permanently.
L6582	Tier II Hazardous Chemical Annual Report	This record series is used to document chemicals used or stored during the previous year. The amounts that trigger Tier II reporting are based on the maximum amount of the substance present at the site at any time. This is a requirement by the Emergency Planning and Community Right to Know Act. These chemicals may have an immediate health hazard, delayed health hazard, fire hazard or reactive hazard. This report is sent to the Environmental Protection Agency, state authorities and the local fire department.
	Access Restrictions	None
	Contents	This record series may contain the chemical name, location, amount present, waste treatment/disposal methods, and hazards.
	Retention and Disposition	Retain Permanently.
L6583	Calibration/Inspection Report	This record series is used to document that periodic calibrations/inspections are completed for meters, fire extinguishers, leak detection equipment, and crane and hoist systems. This is done as part of the preventive maintenance program and to ensure the accuracy and safety of the equipment.
	Access Restrictions	None
	Contents	This record series may contain the item# inspected or calibrated, date, time, certification by inspector and any adjustments made.
	Retention and Disposition	Retain for the life of equipment, then destroy
L6584	Compliance Monitoring Records (V)	This series documents that staff at regulated facilities verify and report compliance with environmental standards and permitted pollution limits as prescribed by law. Facilities are required by regulation or by permit to meet certain environmental standards. Records in this series document the environmental monitoring (air quality source sampling) performed to show compliance with these standards at regulated facilities. Departmental staff evaluates the monitoring results and supporting documentation to determine if limits have been exceeded and to determine if proper protocol was followed in gathering the results. If the report indicates violations of a required environmental standard, the issue may be addressed by the agency through an enforcement action.
	Access Restrictions	None
	Contents	This series may include dates, facility names and addresses, monitoring data, compliance reports, chain of custody records, lab sheets, sampling plans, and related correspondence
	Retention and Disposition	Retain Permanently.

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Series	Records Title and Description	Function and Use
L6585	Notification and Complaints Records (V)	KRS 224 requires that regulated entities report any release or threatened release of pollutant(s) into the environment in such quantities or concentrations as to cause or threaten to cause an imminent and substantial danger to human health and/or to the environment. Reports of these releases or threatened releases are considered notifications. This series documents all correspondence between the state EPA staff investigating the notification/complaint and the parties involved in the investigation. It also documents all inspections performed as a result of the notification/ complaint and documents all actions the state EPA took in response to the notification/complaint.
	Access Restrictions	None
	Contents	This series may include name and address of entity having release or threatened release; entity identification number ; notification reports; complaints reports; emergency response reports; photographs; and supporting documentation.
	Retention and Disposition	Retain Permanently.
L6586	Compliance Evaluation Records	This record series is used to document inspections of field inspectors, geologists and EPA staff who perform visits to ensure compliance with state and federal regulations. KRS 224 and the regulations promulgated thereto require that facilities comply with state and federal environmental statutes and regulations.
	Access Restrictions	None
	Contents	This series may include name, location and address of facility, investigation reports, inspection reports, photographs, correspondence, compliance documentation and sample analyses
	Retention and Disposition	Retain Permanently.
L6587	Authorization Records (V)	Kentucky law requires that the state EPA issue authorizations to facilities for environmentally related activities that could result in harm to the environment and/or to public health and/or safety. This series documents the authorization to conduct business activities that are stated in KRS 224. This series may include but is not limited to permits and registrations which allow regulated entities to perform disposal of solid waste, to store, treat or dispose of hazardous waste, to treat wastewater sludge or other bio-solids, to operate petroleum underground storage tanks, to discharge wastewater to waters of the Commonwealth, to install groundwater wells, to construct wastewater treatment facilities, to withdraw water from the waters of the Commonwealth, to construct in a floodplain, to construct drinking water facilities, and to emit air pollutants from a facility.
	Access Restrictions	None
	Contents	This series may include authorization applications, approval letters, permits, registration forms, permit modifications, deficiency letters, and related correspondence.
	Retention and Disposition	Retain Permanently.
L6588	Corrective Action and Closure Records (V)	This series documents actions taken to remediate a site, either by removal of the contamination or methods used to manage and monitor the area.
	Access Restrictions	None
	Contents	This series may include notice of intent forms, closure applications, site investigations plans, corrective action plans, sample analyses, property records, site visit reports, and related correspondence.
	Retention and Disposition	Retain Permanently.

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Series	Records Title and Description	Function and Use
L6589	Environmental Audits	KRS 224.01-40 allows entities to assess their compliance voluntarily and then disclose violations to the state EPA without threat of enforcement provided they address their violations in a timely manner. The Kentucky Legislature established this process to encourage staff to routinely evaluate their facility's compliance and take steps to correct any areas that do not meet the regulatory standards. This record series documents the evaluation conducted by the facility, the finding of non-compliance, and then documents the processes implemented by the facility to correct the violations.
	Access Restrictions	None
	Contents	This series ay include audit reports, sample analyses, and related correspondence.
	Retention and Disposition	Retain Permanently.
L6590	Permit File (Kentucky Pollutant Discharge Elimination System (KPDES)(NPDES)	This record series is used to document the application for National Pollutant Discharge Elimination System permits to discharges into the sewer system. Under the Clean Water Act, the NPDES program regulates discharges to waters of the United States from point sources such as municipal sewage treatment plants and industrial facilities. States may seek authorization to operate the NPDES program, and, today, 45 states and the U.S. Virgin Islands have this authorization. EPA is the permitting authority in unauthorized states, territories and Indian country. This series sets discharge limits on pollutants discharged from wastewater treatments plants. The local agency's engineer or affiliated utilities company completes application for the permit, drawing on wastewater treatment plant discharge monitoring reports . The application is sent to Natural Resources who reviews the application and sets appropriate discharge limits for a given time period. The permit is issued for those limits and that time period. Permit cannot exceed five years.
	Access Restrictions	None
	Contents	This record series may contain the name of the user, address, application, discharge information, amounts of discharge, date and permit info. Permit itself contains: name and address of local agency; name and address of wastewater treatment facility; name of receiving waters; dates of validity of permit; date of permit; appropriate signatures. Permit file will also include supporting documentation noting discharge limitations, monitoring requirements, a schedule of compliance, and any special requirements.
	Retention and Disposition	Retain Permanently.

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Series	Records Title and Description	Function and Use
L6568	Open Records Request for Inspection/Disposition Record (V)	This series documents requests for information from the public, press, or other governing agency. It is a joint form that also documents approval and/or denial of information and supporting documentation.
	Access Restrictions	None
	Contents	Date of request, requesting party name, information requested, copies needed or only viewing, disposition, supporting documentation for decision.
	Retention and Disposition	Retain 5 years, then destroy.