

## Retention and Classification Report

**Agency:** Department of Transportation. Engineering & Operations. Operations. Aeronautics  
(61)  
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**Records Officer:** \_\_\_\_\_

02985	Airport construction project records
10394	Airport correspondence
10227	Airport fuel tax disbursement journals
02980	Airport license applications
10387	Flight logs
10191	Gasoline used for aviation purposes reports
02978	Publications
83690	Utah aeronautical chart

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 2985

3

**TITLE:** Airport construction project records

**DATES:** 1942-

**ARRANGEMENT:** Alphanumeric by project number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files detail the actual construction work undertaken at specific airports. The Utah Department of Transportation (UDOT) coordinates airport construction throughout the state. The airports are funded by both state and federal monies. All projects are approved by the Aeronautics Committee. These records include reports on the progress of the construction, a record of payment, drawings, and correspondence. The information includes project location numbers, details of project, cost of construction, requests for money to be spent, and agreements.

**RETENTION:**

Permanent. Retain for 10 year(s) after end of project or program

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after project is completed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the informational value of the records.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 2985

**TITLE:** Airport construction project records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10394

3

**TITLE:** Airport correspondence

**DATES:** 1952-

**ARRANGEMENT:** Alphabetical by airport name and location

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10227

3

**TITLE:** Airport fuel tax disbursement journals

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical by airport, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are airport fuel disbursement records which show the history of fuel taxes reimbursed to cities with airports throughout Utah. The fuel taxes are paid by oil distributors, received by city clerks, and then collected by the State Tax Commission. Aeronautics reimburses most of the cost of the tax to the city to be used toward airport construction and maintenance. The information includes amount of gallons purchased, total reimbursed to the city, amount the Tax Commission collects, and the date. These records are maintained monthly for Salt Lake airports (due to the volume of fuel they purchase) and quarterly for all other airports.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the informational value of these records. They are needed permanently in office for reference use.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10227

**TITLE:** Airport fuel tax disbursement journals

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 2980

3

**TITLE:** Airport license applications

**DATES:** 1955-

**ARRANGEMENT:** Alphabetical by name of airport

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These applications are sent to the Aeronautics Division yearly by individual airports in order for them to be licensed. Airports are inspected and can be disapproved. To be licensed, the airport submits the application and a fee, then Aeronautics gives them a license and receipt for payment. These records document that transaction. Information includes name of airport, location (including county), mailing address, owner, airport manager, type of airport (public or private), latitude and longitude, runway information, fee paid, and a copy of the license.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the evidential value these records hold for the existence and/or closure of Utah airports.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 2980

**TITLE:** Airport license applications

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10387

3

**TITLE:** Flight logs

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are created by pilots for each flight and used by the Aeronautics staff as a reference. They document the flight activity (flight date and hours, utilization, and the passenger list) of Utah Department of Transportation planes. They are also used to create invoices for agencies receiving aircraft services. The information includes name of pilot, date, starting point and destination, time left/arrived, total flight hours, passenger names, and passenger agencies.

**RETENTION:**

Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after aircraft is no longer in use and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10387

**TITLE:** Flight logs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10191

3

**TITLE:** Gasoline used for aviation purposes reports

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by airport name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This report, which is provided to all Utah airports, is created by Aeronautics to record gasoline used. To compile the report, the airports list and provide evidence (paid invoices) of all aviation fuel purchased. The evidence is submitted to Aeronautics to show that the required fuel tax was paid. The report is prepared to properly reimburse the airports for a percentage of the fuel tax paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency. These records are also subject to audit.

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 10191

**TITLE:** Gasoline used for aviation purposes reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 2978

3

**TITLE:** Publications

**DATES:** 1939-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have fiscal value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Engineering & Operations. Operations. Aeronautics

**SERIES:** 83690

4

**TITLE:** Utah aeronautical chart

**DATES:** i 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until obsolete and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the informational value of these charts, which could be important historically.

**PRIMARY DESIGNATION:**

Public