

Retention and Classification Report

Agency: Department of Public Safety. Aero Bureau (2445)

4501 South 2700 West
Salt Lake City, UT 84119
801-533-5637

Records Officer: _____

83055	Aircraft flight log
83010	Flight reports

AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83055

4

TITLE: Aircraft flight log

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a flight log initiated by the pilot operating the aircraft, summarized in each pilot's personal log book, as required by the Federal Aviation Administration (FAA), and retained by the pilot for his or her lifetime. Information includes aircraft number, date of flight, names of pilot and co-pilot, destination, and travel plans.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 3 years or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83055

TITLE: Aircraft flight log

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83010

4

TITLE: Flight reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Forms maintained by pilots on utilization of aircraft for traffic control and regulation. Information includes day, date, location, and direction of vehicle involved with traffic violation; unit relayed to, weather conditions, pilot, observer, time and distance conversion table, seconds per mile and miles per hour, color and type of vehicle, time, arrest, if warned, and any other remarks concerning the violating vehicle.

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AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83010

TITLE: Flight reports

(continued)

PRIMARY DESIGNATION:

Public