
 DEPARTMENTAL RECORDS RETENTION SCHEDULE							
DEPARTMENT		DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
John Wayne Airport		Commercial and Revenue Development					
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS	
1.	<u>Leases</u> Records documenting Airport management of facility leasing. Records include, but are not limited to; (a) request for proposals; (b) responsive proposals; (c) evaluation of the proposals; (d) recommendation for lease award (d) leases and lease files; (e) insurance certificates provided to the Airport by lessee; (f) correspondence which documents significant and/or substantive changes to any original leases; (g) negotiations, amendments, or compliance monitoring; and (h) liability waivers (hold harmless, insurance, etc.).	Retain: (a) records related to an approved lease for the term of the lease + 10 years; (b) all other records for the retention period prescribed by the County Standard Administrative Records Retention Schedule.	May destroy: (a) records related to an approved lease after the term of the lease + 10 years; (b) all other records after the retention period prescribed by the County Standard Administrative Records Retention Schedule.	Gov. Code §26202; Cal. Civ. Proc. Code § 337	Computer networks and applications, office filing cabinets, and/or offsite storage		
2.	<u>Real Property Records</u> Records pertaining to the acquisition and conditions of the Airport real property. Includes real estate title forms, title examinations and reports, recorded Airport documents, annexations of real estate, legal descriptions and right of way information, Airport maps, easements, and related correspondence.	Retain permanently.	Permanent	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		


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John Wayne Airport		Planning and Development					
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS	
1.	<u>Airport Master Plan</u> Records documenting a comprehensive study of the airport with the short-, medium-, and long-term development plans to meet future aviation demand. Records evidence: (a) public involvement; (b) environmental considerations; (c) existing conditions; (c) aviation forecasts (d) facility requirements; (e) alternatives development and evaluation; (f) Airport Layout Plans; (g) facilities implementation plan; (h) financial feasibility plan; and (i) Airport Master Plan.	Retain until superseded + 10 years.	May destroy after superseded + 10 years.	Title 49 United States Code §47102(9)	Computer networks and applications, office filing cabinets, and/or offsite storage		
2.	<u>Airport Layout Plan (ALP)</u> Records documenting existing and proposed land facilities necessary for the operation and development of the airport. Records include: (a) ALP Drawing; (b) Data Sheet; (c) Facilities Layout Plan; (c) Terminal Area Plan; (d) Airport Airspace Drawing; (e) Inner Portion of the Approach Surface Drawing; (f) Airport Land Use Drawing; (g) Off-Airport Land Use Drawing; (h) Airport Property Map; (i) Runway Departure Surface Drawing; (j) Utility Drawing; (k) Airport Access Plans; and (l) Federal Aviation Administration (FAA) approval.	Retain until superseded + 10 years.	May destroy after superseded + 10 years.	Title 49 United States Code §47107(a)(16)	Computer networks and applications, office filing cabinets, and/or offsite storage		
3.	<u>Environmental Assessment</u> Records documenting identification of all environmental issues associated with a proposed project. Records include: (a) Airport's Environmental Assessment; and (b) Federal Aviation Administration (FAA) Record of Decision.	Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a three year period after the final reimbursement; department policy decision to retain longer.	
4.	<u>Categorical Exclusions</u> Records documenting categorical exclusion of projects from the requirement for a formal environmental assessment, provided the project does not trigger any of the extraordinary circumstances identified by the FAA, which creates a requirement for the Environmental Assessment of actions otherwise excluded. Records include: (a) solicitation letters to the US Department of Interior Fish and Wildlife Service, State Wildlife Agency, Corps of Engineers, US Department of Agriculture, State historical/archaeological agency or agencies; (b) comments from the responding agencies; and (c) Documented Categorical Exclusion to the FAA.	Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a three year period after the final reimbursement; department policy decision to retain longer.	
5.	<u>Compatible Land Use</u> Records documenting the Airport taking appropriate action to the extent reasonable, to restrict the use of land next to or near the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. Records include: (a) legal determination of the jurisdiction near the Airport; (b) written request from the Airport to the land use authority; and (c) documentation to acquire the necessary control of the land, if applicable	Retain permanently	Permanent	Title 49 United States Code §47107(a)(10)	Computer networks and applications, office filing cabinets, and/or offsite storage		


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6.	<u>Airport Capital Improvement Plan (CIP)</u> Records documenting the five-year CIP for planning and development submitted to the FAA. Records include: (a) CIP Data Sheet for each project to be accomplished within the first three years; (b) official notice of receipt of Federal funds; and (c) statements attesting to the Airport's financial plan for the next three years, approach surfaces are clear of obstructions, and justification of capacity information.		Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a three year period after the final reimbursement; department policy decision to retain longer.
7.	<u>Benefit/Cost Analysis (BCA)</u> Records documenting whether a proposed project requiring FAA Airport Improvement Program (AIP) discretionary funds (normally \$10 million or more) provides a net benefit. Records include: (a) quantitative assessment of potential benefits a project or action offers as it relates to the potential associated costs; (b) determination of whether a proposed project provides a net benefit to the aviation public; and (c) risk analyses.		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
8.	<u>FAA Reimbursable Agreement (RA)</u> Records documenting the contractual agreement between the FAA and Airport for services the FAA provides to the Airport. The records address reimbursement for materials, supplies, equipment, and services the FAA provides to the Airport during the course of the Airport's sponsored development that impacts an FAA owned facility. Records include: (a) executed RA; (b) remittances for advance payment; (c) project closeout letter; and (d) records tracking costs on Form SF-571: Outlay Report and Request for Reimbursement for Construction Programs.		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
9.	<u>Architectural, Engineering, and Planning Consultants</u> Records detailing the history of procurement actions for architectural, engineering, and planning consultant services. Records include: (a) rationale for the procurement method; (b) selection consideration; (c) contract type; and (d) basis for the contract price.		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	


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10.	<u>Pre-Design Conference for Development Projects</u> Records addressing project issues including design parameters, airport operational safety considerations, construction sequencing, and environmental considerations. The pre-design conference occurs prior to establishing the consultant's scope of services. Records include: (a) conference agenda(s); (b) attendee list(s); and (c) meeting minutes.		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
11.	<u>Engineer's Design Report for Development Projects</u> Records documenting the engineer's design considerations, engineering analysis and design selections that occur early in the project design phase. Records include: (a) justification of the design decisions made by the engineer; (b) the rationale for the selections addressing design aircraft requirements; and (c) economic analysis of alternate designs, site conditions, and airport operational concerns.		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
12.	<u>Plans and Specifications - Development Projects</u> Records include drawings that graphically depict the physical aspects (layout, profile, dimensions, etc.) of the development project requirements in an accurate and concise manner along with conveying technical requirements for quality acceptance, performance characteristics, and permissible construction methods.		Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a three year period after the final reimbursement; department policy decision to retain longer.
13.	<u>Project Manual - Development Projects</u> Records consolidating all bidding requirements and contractual obligations expected of the successful bidder. Records include: (a) Notice-to-bidders; (b) Instructions-to-bidders; (c) General Provisions (General Conditions); (d) Supplementary Provisions (Supplementary Conditions); (e) Technical Specifications; (f) Proposal Forms (including Certifications, Disadvantaged Business Enterprise forms, bid bond, etc.); and (g) Contract Agreement Form (including clauses, certifications and required bonds as attachments).		Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §§337.15; 337 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	


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14.	<u>Construction Safety and Phasing Plans (CSPP)</u> Records include: (a) Part 77 Aeronautical Study with an analysis of the effect of proposed construction upon the operation of air navigation facilities and the safe and efficient use of navigable airspace; (b) Construction Safety and Phasing Plan (CSPP) identifying all aspects of the construction project that pose a potential safety hazard to airport operations, respective mitigation procedures for each hazard, and associated construction safety drawings; and (c) correspondence between FAA Project Manager and Airport describing any safety plan deficiencies, corrective action, conditional approval, and final approval.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 14 CFR Part 77;) Title 49 United States Code §47107(a)(9)	Computer networks and applications, office filing cabinets, and/or offsite storage			
15.	<u>Development Project Bidding</u> Records include (a) public advertisements; (b) questions from prospective bidders and Airport responses; (c) pre-conference agenda; (d) bid tabulation sheets with the results of bids; (e) evaluations of bids; (f) as needed analysis for single bids; and (g) notice of award accepting the bidder's proposal and agreement to proceed to a formal contract.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
16.	<u>Executed Contract</u> Records include: executed contract and contractor's performance and payment bonds.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 (for Construction contracts) Cal. Civ. Proc. Code §337 (for commodities and services) Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
17.	<u>Construction Observation Program (CMP)</u> Records include: (a) detailed measures and procedures necessary to assure compliance with the quality control provisions of the construction contract; (b) the minimum standards and qualifications for personnel, equipment, and facilities; and (c) FAA approval of the CMP.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			


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18.	<u>Pre-Construction Conference</u> Records include: (a) agenda and meeting minutes that addresses contract requirements, operational safety, construction phasing and sequencing, airport security, quality control, acceptance testing, labor requirements, EEO obligations, CBE requirements and other pertinent matters; and (b) conference record documenting any clarifications and action items addressed as part of the discussions that took place.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
19.	<u>Notice to Proceed</u> Record is a notification letter from the Airport addressed to the contractor stating the date on which the contractor can begin project work marking the beginning of the contract performance time.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
20.	<u>Project Submittals</u> Records include: (a) shop drawings from the Contractor to the Engineer with a complete statement as to the origin, composition and manufacture of all materials the Contractor intends to use in the project work; and (b) Airport's reviews of the shop drawing submittals for conformance with the approved contract plans and specifications along with FAA requirements for Buy American and other required equipment.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
21.	<u>Construction Records</u> Records include: (a) daily weather conditions and temperatures; (b) work accomplished that day, including exact location; (c) work day count and contract time; (d) percentage estimate of physical work completed to date; (e) hours worked per day; (f) quality and quantity of material delivered on-site; (g) type and amount of equipment in use; (h) size of work force including presence of contractor's supervisor; (i) acceptance tests conducted and results obtained; (j) corrective actions taken by the contractor; (k) status of approved safety plan measures; and (l) identification of critical construction issues.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		


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22.	<u>Monitoring Labor and Civil Rights Requirements</u> Records include verification of contractor's compliance with: (a) review of payroll records and wage rate interviews to determine contractor's compliance with the applicable wage rate determination; (b) proper classifications for the work being performed by the contractor's work force; (c) verification of the contractor's compliance with Equal Employment Opportunity provisions; (d) actual participation by Disadvantaged Business Enterprise provisions; and (e) confirmation of posted required notices by the contractor.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
23.	<u>Final Acceptance</u> Records include: (a) advance notice of the final inspection to the FAA Program Manager; (b) Record of the Final Inspection; (c) information submitted to the FAA for the opening of a new or modified runway; and (d) completed Airport certification submitted to the FAA for Construction Final Acceptance of Contractor's Work.	Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a three year period after the final reimbursement; department policy decision to retain longer.	
24.	<u>Change Order</u> Records include: (a) Airport Engineer's independent cost estimate; (b) contractor's cost analysis; (c) detailed justification statements for the modifications; (d) record of negotiations; (e) justification for time extension; (f) drawings/sketches; (g) Airport letter to the FAA with justification for the Change Order and recommendation; (h) formal FAA concurrence; (i) provisional FAA concurrence; and (j) executed Change Order.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
25.	<u>Supplementary Agreement</u> Records include: (a) Airport Engineer's independent cost estimate; (b) contractor's cost analysis; (c) record of negotiations; (d) drawings/sketches; (e) revised performance and payment bonds; (f) new wage rate determination; (g) Airport letter to the FAA with justification for the extra work and recommendation; (h) FAA eligibility determination; and (i) executed Supplementary Agreement document with estimated quantities, unit prices, description of work and detailed justification.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		


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26.	<u>Assessment of Liquidated Damages</u> Records quantifying the financial impact of the contractor's failure to successfully complete the contract in the specified contract time, including but not limited to: (a) diary or log for construction progress; and (b) calculation of incurred cost of additional engineering services for construction observation(s).	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	


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1.	<u>Acquisition, Funding, and Disclosure Agreement (AFDA) Records</u> Includes acquisition, funding, and disclosure agreements and related documents and correspondence.		Retain until terms of the AFDA are complete + 1 years.	Destroy 2 years after terms of the AFDA are complete.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer.
2.	<u>Audit Reports</u> Reports of financial, operational and compliance audits prepared by external or internal auditors.		Retain for 7 years.	May destroy after 7 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer.
3.	<u>Bond/Debt Continuing Disclosure Records</u> Records concerning continuing disclosure reports for all bond/debt financings. Includes reports, spreadsheets, supporting documentation, and related records.		Retain 3 years after bonds redeemed or defeased.	Destroy 15 years after bonds redeemed or defeased.	Title 26, Code of Federal Regulation, Part 148-5(d)(6)(iii)(E)	Computer networks and applications, office filing cabinets, and/or offsite storage	26 CFR1.148-5(d)(6)(iii)(E) permits destruction 3 years after redemption; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
4.	<u>Bond/Debt Contract Administration Records</u> Records concerning contracts with bond/debt financing professionals and compliance monitoring. Includes contracts and related Board actions, certificates of insurance, letters of engagement, correspondence, and related records.		Retain until end of FY of final action or expiration of contract + 4 years.	May destroy paper documents after 4 years at the end of FY of final action or expiration of contract.	Cal. Civ. Proc. Code §337	Computer networks and applications, office filing cabinets, and/or offsite storage	Documents stored electronically in ERMI/CAPS+ and Bidsync/OpenGov are kept indefinitely. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
5.	<u>Bond/Debt Due Diligence and Consent Review Records</u> Records concerning the performance of due diligence and consent review for each financing. Records include due diligence plans, reports, and supporting documentation.		Retain for 10 years.	Destroy after 10 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.

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6.	<u>Bond/Debt Financing Professional Records</u> Records concerning the hiring of financing professionals. Includes RFPs and RFQs, interested parties list, selection criteria, correspondence, panels, and related records.	Retain: 5 years.	Destroy after 5 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.	
7.	<u>Bond/Debt Financing Transcripts</u> Transcripts concerning bond/debt financings. Includes official statements, agreements, certifications, Board resolutions, etc. for each financing, and Board actions taken subsequent to bond closing.	Retain until bonds redeemed or defeased.	Destroy 15 years after bonds redeemed or defeased.	Title 26, Code of Federal Regulation, Part 148- 5(d)(6)(iii)(E)	Computer networks and applications, office filing cabinets, and/or offsite storage	26 CFR1.148-5(d)(6)(iii)(E) permits destruction 3 years after redemption; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.	
8.	<u>Bond/Debt Project Files</u> Includes reports, studies, correspondence, and related records.	Retain for 10 years.	Destroy after 10 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 2 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.	
9.	<u>Cost Allocation</u> Records related to the allocation of expenditures and revenue. Includes, but is not limited to, cost allocation reports and correspondence for cost allocation.	Retain for 7 years.	May destroy after 7 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer.	
10.	<u>Fees and Cost Studies</u> Records related to fees and cost studies. Includes, but is not limited to, worksheets, schedules, expenditure and revenue reports, fee summaries, and related correspondence.	Retain for 7 years.	May destroy after 7 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after more than 2 years; department policy decision to retain longer.	

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	John Wayne Airport	Finance Administration					
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
11.	<u>Claims Against the Airport</u> Records related to claims against the Airport for damages.		Retain until file closed + 5 years For minors, retain until file closed + 5 years but not before claimant reaches age 19 years old.	May destroy after file closed + 5 years; for minors, may destroy after file closed + 5 years but not before claimant reaches age 19 years old.	Gov. Code §25105.5	Computer networks and applications, office filing cabinets, and/or offsite storage	
12.	<u>Claims By the Airport</u> Records related to claims made by the Airport for reimbursement or compensation for damages.		Retain until completion + 5 years.	May destroy after completion + 5 years.	Cal. Civ. Proc. Code §338	Computer networks and applications, office filing cabinets, and/or offsite storage	
13.	<u>Insurance Policies - Liability for Personnel</u> Records related to a contract of insurance purchased by the Airport describing the term, coverage, premiums and deductibles. Includes the actual insurance policy.		Retain permanently	Do not destroy.	Per CEO Risk, RCS 282 A	Computer networks and applications, office filing cabinets, and/or offsite storage	
14.	<u>Insurance Policies - Liability for Real and Personal Property</u> Records related to a contract of insurance purchased by the Airport describing the term, coverage, premiums and deductibles. Includes the actual insurance policy.		Retain permanently	Do not destroy.	Per CEO Risk, RCS 282 A	Computer networks and applications, office filing cabinets, and/or offsite storage	
15.	<u>Insurance Policies - Non-Liability</u> Records related to a contract of insurance purchased by the Airport describing the term, coverage, premiums and deductibles. Includes the actual insurance policy.		Retain permanently.	Do not destroy.	Per CEO Risk, RCS 282 A	Computer networks and applications, office filing cabinets, and/or offsite storage	
16.	<u>Risk Management Working Files</u> Operational records related to Airport risk management (commercial and self- insurance). Includes, but is not limited to insurance reports and loss control inspection reports. Excludes the actual insurance policy.		Retain current year + 5 years.	May destroy after current year + 5 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
17.	<u>Airport Improvement Program (AIP) Grant Issuance</u> Records include: (a) project initiation letter; (b) Form SF-424: Application for Federal Assistance (project application); (c) certified Airport Sponsor Assurances (grant recipient obligations); and (d) executed grant agreement.		Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
18.	<u>Sponsor Certifications</u> Records certifying the Airport complies with statutory and administrative requirements in carrying out a project under the Airport Improvement Program.		Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final


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						reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
19.	<u>Airport Modifications of FAA Standards</u> Records include: (a) formal letter request and backup documentation to the FAA program manager with a sufficient explanation why the modification is necessary to a FAA Airport Improvement Program construction standard; and (b) FAA notification to the Airport with the acceptance or rejection of the modification of the standard.	Retain permanently.	Permanent.	Title 49 Code of Federal Regulations Part 18.42(c) Federal Aviation Administration Order 5300.1G	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
20.	<u>Airport Improvement Program Sponsor Certification of Contract Award</u> Records include: (a) cover letter certifying bid evaluation, fair and reasonable contract price, and concurrence with applicable consultant's price determination; (b) copy of the bid tabulation/abstract; (c) Disadvantaged Business Enterprise (DBE) information; (d) Buy American certifications; and (e) applicable waiver(s) to the Buy American provisions.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
21.	<u>Grant Drawdowns</u> Records include: (a) requests for payment against the Airport's line of credit for pertinent project costs; (b) invoices; (c) billing statements; (d) construction progress payment reports; and (e) invoice summaries.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
22.	<u>Airport Improvement Program (AIP) Financial Reports</u> Reports include: (a) SF-270 Request for Advance or Reimbursement; (b) SF-271 Outlay Report and Request for Reimbursement for Construction Programs; and (c) SF- 425 Federal Financial Report.	Retain 3 years following the final reimbursement or 10 years from project completion, whichever is longer.	May destroy after 3 years following the final reimbursement or after 10 years from project completion, whichever is longer.	Title 49 Code of Federal Regulations Part 18.42(c) Cal. Civ. Proc. Code §337.15 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.
23.	<u>Grant Closeout</u> Records include: (a) Sponsor Amendment Request; (b) SF-270 Request for Advance or Reimbursement; (c) SF-271 Outlay Report and Request for Reimbursement for	Retain 3 years following the final reimbursement or	May destroy after 3 years following the final reimbursement	Title 49 Code of Federal Regulations Part 18.42(c)	Computer networks and applications, office filing cabinets, and/or offsite	49 CFR Part 18.42(c) requires retention of all pertinent documentation for a 3 year


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	<p>Construction Programs; (d) SF-425 Federal Financial Report; (e) Final Payment Invoices and/or Receipts; (f) Final Cumulative Invoice Summary; (g) OMB Audit A- 133; (h) Final Construction Report; (i) As-Built Airport Layout Plans; (k) Design/As- Built Airport Geographic Information Systems (AGIS) Survey; (l) 5010 Airport Master Record Update; (m) Airport Chart/Diagram Modification; and (n) Part 139 Sign/Marking Plan.</p>	<p>10 years from project completion, whichever is longer.</p>	<p>or after 10 years from project completion, whichever is longer.</p>	<p>Cal. Civ. Proc. Code §337.15 Gov. Code §26202</p>	<p>storage</p>	<p>period after the final reimbursement; department policy decision to retain longer. If record has been imaged (Digitized), destroy paper copy 3 years after creation of paper copy. Destroy imaged copy as noted in 'Disposition'.</p>
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DEPARTMENTAL RECORDS RETENTION SCHEDULE							
	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Innovation & Technology					
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
1.	<u>Cellular Telephone Inventory</u> Official inventory of cellular phones and mobile devices issued to approved Airport employees.		Retain until superseded + 2 years.	May destroy after superseded + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
2.	<u>Information Technology System Maintenance Records</u> Records documenting the maintenance of Airport computer systems used to ensure compliance with any warranties or service contracts, and scheduled regular maintenance and diagnosis of system or component problems. Records include, but are not limited to, computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), and related documentation.		Retain (a) records related to system or component repair or service for the life or disposition of the system or component + 4 years; and (b) records related to regular or essential backups until superseded or obsolete + 4 years.	May destroy (a) records related to system or component repair or service after the life or disposition of the system or component + 4 years; and (b) records related to regular or essential backups after superseded or obsolete + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
3.	<u>Information Technology System Planning and Development Records</u> Records documenting the planning and development of Airport-specific information systems. Although these records typically document computerized information systems, the records may also document manual filing systems and microfilm systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence.		Retain (a) records for implemented systems for the life or disposition of the system + 4 years; (b) records for unimplemented systems for 4 years.	May destroy (a) records for implemented systems after disposition of the system + 4 years; (b) records for unimplemented systems after 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
4.	<u>Information Technology System Program and Software Documentation</u> Records documenting the addition, modification, or removal of software from an Airport computer system. Records usually fall into six (6) software categories requiring documentation: (1) operating systems; (2) in-house creation and modification of application programs; (3) structure and form of data sets; (4) use of commercial software packages; (5) structure of the system; and (6) system-to-system communication. Records may include, but are not limited to, system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation.		Retain migration plans until superseded or obsolete + 4 years; retain other records for 4 years; and after system program superseded + 4 years.	May destroy migration plans after superseded or obsolete + 4 years; destroy other records after 4 years; and after system program superseded + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	


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		DEPARTMENTAL RECORDS RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
		John Wayne Airport	Innovation & Technology					
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
5.	<u>Information Technology System Security Records</u> Records documenting the security of the Airport's computer systems. Records include: access requests, access authorizations, and related documentation.	Retain until superseded + 3 years.	May destroy after superseded + 3 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
6.	<u>Information Technology System User Support Records</u> Records documenting troubleshooting and problem-solving assistance provided by Airport personnel to users of Airport-specific systems (computer, telecommunications, etc.). Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution.	Retain for 2 years.	May destroy after 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
7.	<u>Information Technology Subscription Records</u> Records documenting Airport subscriptions to information services. Records may include, but are not limited to, subscriptions, invoices, and correspondence.	Retain until expiration + 4 years.	May destroy after expiration + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
8.	<u>Software Management Records</u> Records documenting the use of software in Airport information systems to ensure that Airport software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include, but are not limited to, software purchase records, software inventories, software licenses, site licenses, and correspondence.	Retain until software disposed or upgraded + 4 years.	May destroy after software disposed or upgraded + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
9.	<u>Weights and Measures Calibration Records</u> Records to ensure the accuracy of weights and measuring devices used commercially for luggage at the Airport. Records may include, but are not limited to, inspections, tests, registration, remediation, and correspondence.	Retain for 4 years.	May destroy after 4 years.	Business and Professions Code §12716	Computer networks and applications, office filing cabinets, and/or offsite storage			


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	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Maintenance					
	Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
1.	<u>Work Orders</u> Records documenting maintenance and repair requests received and subsequent action taken by the Maintenance Division. Information often includes requestor name and contact information, narrative of the request, name of person responding to the request, date(s) of activities, and related data.	Retain for 4 years.	May destroy after 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
2.	<u>Equipment</u> Records documenting fixed and controlled assets entered into the Airport's Computer Maintenance Management System (CMMS). Information may include product and safety information, owner's manual, and warranties.	Retain until disposition of equipment + 4 years.	May destroy after disposition of equipment + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
3.	<u>Buildings</u> Records documenting building repairs and maintenance initiated by a Work Order and completed by the Maintenance Division or its contractor/vendor. Information includes location, narrative of the work completed, materials used, personnel completing the work, authorization, date(s) of activities, and related data.	Retain for life of structure + 4 years.	May destroy after life of structure + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
4.	<u>Grounds</u> Records documenting repairs and maintenance around buildings completed by the Maintenance Division or its contractor/vendor. Information includes description of the task, narrative of the work completed, materials used, date(s) of activities, and related data.	Retain for 10 years.	May destroy after 10 years.	Gov. Code §26202 Cal. Civ. Proc. Code §337.15	Computer networks and applications, office filing cabinets, and/or offsite storage		
5.	<u>Vehicles</u> Records documenting the fuel usage and mileage of all JWA owned vehicles other than vehicles designated for police or fire services.	Life of vehicle + 6 years.	Destroy after life of vehicle + 6 years	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		

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DEPARTMENTAL RECORDS RETENTION SCHEDULE							
	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Public Affairs					
Item No.	TITLE AND DESCRIPTION OF RECORDS		RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
1.	<u>Airport Capacity Allocations</u> Records documenting the request, evaluation, addition, amendment, or reduction, and authorization attributed to Airport capacity allocations for commercial air carriers, commercial cargo carriers, seat capacity, and remain over night positions. Records may include but are not limited to, requests for initial, additional and reduced capacity, waiting lists, written requests to commence service at the Airport, voluntary trade-outs, analysis for monitoring maximum annual passenger limitation, correspondence, meeting notes, and correspondence.		Retain for current year + 4 years.	May destroy after current year + 4 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
2.	<u>Airport Concession Disadvantaged Business Enterprise (ACDBE)</u> Records include: (a) Airport ACDBE Program; (b) FAA evaluation of the Airport ACDBE Program; (c) overall ACDBE participation goals with the methodology to separately support goals for rental car concessions and concessions other than rental cars; (d) Uniform Report of ACDBE Participation; (e) analysis of goal achievement or shortfall with a corrective action plan; and (f) monitoring ACDBE participation.		Retain after the end of the concession agreement or other covered contract + 4 years.	May destroy after the end of the concession agreement or other covered contract + 4 years.	Title 49, Code of Federal Regulation, Part 23.27	Computer networks and applications, office filing cabinets, and/or offsite storage	
3.	<u>Airport Historical Records</u> Records compiled to develop and document the history or historical significance of the Airport and which do not fit into any other categories in or on the Airport's record retention schedules. Records may include, but are not limited to, newspaper clippings, description of Airport involvement in the community, research records, histories or written descriptions.		Retain permanently.	Permanent.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
4.	<u>Disadvantaged Business Enterprise (DBE)</u> Records include: (a) Airport DBE Program; (b) FAA evaluation of the Airport DBE Program; (c) overall DBE participation goal with the methodology to support the goal; (d) assessment of good faith efforts; (e) Uniform Report of DBE Commitments/Awards and Payments; and (f) monitoring DBE participation.		Retain after the final reimbursement for the financial assistance agreement with FAA + 4 years.	May destroy after the final reimbursement for the financial assistance agreement with FAA + 4 years.	Title 49, Code of Federal Regulation, Part 26.11(d)	Computer networks and applications, office filing cabinets, and/or offsite storage	
5.	<u>Informational Reports</u> Reports, studies, surveys, statistics, etc. resulting from the analysis of Airport information or data. Internal reports compiled for Airport use and business, where not covered by other more specific categories. Records include, but are not limited to, annual report of accomplishments and goals and periodic reporting to the Board of Supervisors.		Retain 2 years after issuance.	May destroy after 2 years after issuance.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
6.	<u>Legislation</u> Records monitoring federal or state legislation affecting the Airport. Used to develop official positions and strategies for pending legislation. Also used for reference. Typically includes copies of bills, reports, position papers, impact statements, meeting notes, and related correspondence.		Retain for current year + 2 years.	May destroy after current year + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	


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		DEPARTMENTAL RECORDS RETENTION SCHEDULE						
		DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
		John Wayne Airport	Public Affairs					
Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS		
7.	<u>Media and Community Communications</u> Communications with reporters or members of the public making a request for information or a complaint. Includes, but is not limited to, prepared statements, announcements, news conference and speech transcripts, and similar records issued to the news media or in public by the Airport. Excludes official Public Records Requests and responses.	Retain for 2 years after issuance.	May destroy after issuance + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
8.	<u>Newsletters</u> Newsletters providing general information and news related functions, operations, program, special events, and changes. Includes source materials, such as pdf's, camera-ready copies, original photographs/digital images, etc.	Retain for 2 years after issuance.	May destroy after issuance + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
9.	<u>Noise Events</u> Report of a noise event which may include name of the person reporting an event, address, date, time, and nature of the event.	Retain for 2 years after receipt.	May destroy after receipt + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
10.	<u>Noise Exposure Map</u> A map prepared in accordance with Federal Aviation Register Part 150 that depicts actual (existing or historical conditions) or anticipated (future conditions) aircraft noise exposure and the affected land uses.	Retain permanently.	Permanent.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
11.	<u>Noise Monitoring Data and Violations</u> Records include noise event data from Noise Monitoring Stations for commercial carriers and general aviation aircraft, analysis of data, identification of the aircraft, flight tracking data, determination of compliance, notice of violation, notice of disqualification, notice of denied use, and correspondence.	Retain for 3 years after event.	May destroy after event + 3 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
12.	<u>Press Releases</u> Official press releases issued directly from the Airport.	Retain for current year + 2 years.	May destroy after current year + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
13.	<u>Public Outreach, Presentations, Events and Tours</u> Records related to the planning and/or execution of educational and promotional events, campaigns, tours, and presentations conducted by the Airport staff to the public in order to promote the Airport. Records include, but are not limited to, informational handouts or brochures, and any correspondence related to the event maintained by the event organizer or creator of materials.	Retain for 2 years after event.	May destroy after event + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage			
14.	<u>Commissions</u> Records documenting the session proceedings of the Orange County Airport Commission, John Wayne Airport Arts Commission, and Airport Land Use Commission for Orange County. Includes records such as minutes, agendas, exhibits, staff reports, correspondence, reports to the Board of Supervisors, proposals, and recommendations.	Retain for 7 years	May destroy after 7 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Gov. Code §26202 permits destruction after 2 years; department policy decision to retain longer.		


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15.	<u>Visitor Logs</u> Records documenting visitor access into restricted areas.	Retain for 2 years.	May destroy after 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	
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DEPARTMENTAL RECORDS RETENTION SCHEDULE							
	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Operations					
	Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
1.	<u>Access and Entry Logs</u> Records created to control and monitor the identification badge access and entry to restricted areas.	Retain for current year + 2 years.	May destroy after current year + 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
2.	<u>Airport Advisories</u> Advisories issued regarding general information which could potentially impact the general public and tenants. Advisories may include, but are not limited to, notices regarding construction, temporary flight restrictions, departure and arrival changes, special events, and other information that could affect normal operations, accessibility, and Airport users.	Retain for 2 years.	May destroy after 2 years.	Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
3.	<u>Airport Certification Manual</u> Manual required by the Federal Aviation Administration to be created and maintained by the Airport. Identifies methods and procedures the Airport employees to meet certification requirements specified in Title 14 of the Code of Federal Regulations, Part 139, Certification of Airports.	Retain until superseded + 2 years	May destroy after superseded + 2 years.	Gov. Code §26202 Title 14, Code of Federal Regulations, Part 139.301	Computer networks and applications, office filing cabinets, and/or offsite storage		
4.	<u>Airport Emergency Plan</u> Document addressing essential emergency related and deliberate actions planned to ensure the safety of and emergency services for the Airport populace and the community in which the Airport is located. The document provides functions, assignment of responsibilities, and levels of coordination.	Retain until superseded + 2 years	May destroy after superseded + 2 years.	Gov. Code §26202 Title 14, Code of Federal Regulations, Part 139.325	Computer networks and applications, office filing cabinets, and/or offsite storage		
5.	<u>Airport Operating Certification</u> Certificate of approval granted from the Federal Aviation Administration to serve scheduled and unscheduled air carrier aircraft and operations.	Permanent	Permanent	Title 14, Code of Federal Regulations, Part 139	Computer networks and applications, office filing cabinets, and/or offsite storage		
6.	<u>Airport Security Operations</u> Includes Badge applications, Criminal History Records Check, dispositions and related documents.	Retain 180 calendar days after badge access authority or employment is terminated	May destroy after badge is terminated + 2 years.	Transportation Security Administration Security Directive 1542-04-08M; 49 Code of Federal Regulations, Part 1542, 1544 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Department policy to retain longer;	
7.	<u>Airport Security Plan</u> Airport security plan detailing special or VIP security measures, emergency/incident response, security layout, and access authorization procedures. Records include, but are not limited to: Site Plan, Airport Emergency Plan, and Security Layout.	Retain 180 calendar days until superseded + 2 years	May destroy after superseded + 2 years.	49 Code of Federal Regulations, Part 1542, 1544 Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage	Department policy to retain longer; not a public document 49 CFR § 1520.5(b)(1)	

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DEPARTMENTAL RECORDS RETENTION SCHEDULE							
	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Operations					
	Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
8.	<u>Daily Airside and Landside Operations Logs</u> Documentation of daily tasks or projects assigned to and/or completed by individual staff or teams. Logs include daily tracking of incidents or activities during daily operations including: time of event; category of event (fuel spill, parking log, airfield, gate, shift, other, etc.); Operations staff identification number; and information about the operation.	Retain until tasks or projects are closed + 3 years	May destroy after tasks or projects are closed + 3 years.	Code of Civil Procedure §338	Computer networks and applications, office filing cabinets, and/or offsite storage		
9.	<u>FAA ARFF Training Records</u> Documentation of training Aircraft Rescue and Fire Fighting (ARFF) employees required to have in order to maintain credentials, obtain or advance job related skills. Includes, but is not limited to, training records for fire and emergency medical services along with skills assessments, tests, documentation of participation, and certificates.	Retain for 2 years.	May destroy after 2 years.	Title 14, Code of Federal Regulations, Part 139.301	Computer networks and applications, office filing cabinets, and/or offsite storage		
10.	<u>FAA Letters of Investigation and Responses</u> Notice of investigation from the Federal Aviation Administration (FAA) for an apparent statutory or regulatory violation with a response from the recipient to the contents of the letter.	Retain for 2 years.	May destroy after 2 years.	Title 14, Code of Federal Regulations, Part 139.301	Computer networks and applications, office filing cabinets, and/or offsite storage		
11.	<u>FAA Part 139 Training Records</u> Includes, but is not limited to, training records for access movement and safety areas, airport familiarization, airport communications, operational requirements for aircraft rescue and firefighting, handling and storage of hazardous substances and materials, self-inspection program, pedestrians and ground vehicles, wildlife hazard management, airport condition reporting, Notice to Airmen (NOTAM) notification procedures, discrepancy reporting procedures, and reporting unsafe airport conditions.	Retain for 2 years.	May destroy after 2 years.	Title 14, Code of Federal Regulations, Part 139.301	Computer networks and applications, office filing cabinets, and/or offsite storage		
12.	<u>Fueling Training</u> Includes, but is not limited to, copy of the certificate of completion for supervisors and fueling agents, roster with the names of the individuals receiving training, and training materials.	Retain for 2 years.	May destroy after 2 years.	Title 14, Code of Federal Regulations, Part 139.301	Computer networks and applications, office filing cabinets, and/or offsite storage		
13.	<u>Incident Files</u> Records documenting accident/incidents involving the Airport covering law enforcement, fire, emergency, and medical aid incidents. Incidents may include injuries, collisions, fire, health, and safety issues, vandalism, and theft involving life or property. Incident reports may document the type of incident, date/time occurred and date/time reported as well as a description of the incident and action taken.	Retain for 5 years.	May destroy after 5 years.	Title 14, Code of Federal Regulation, Part 139.301; Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		

NOTE: Records, in any format, that are the subject of a legal hold or California Public Records Act request must be retained until the claim, litigation, or PRA request is resolved.

DEPARTMENTAL RECORDS RETENTION SCHEDULE							
	DEPARTMENT	DIVISION	SECTION	UNIT	EFFECTIVE DATE: 7/9/1996	REVISION DATES: 2/10/2009 11/17/2020 4/14/2026	SCHEDULE NO. 276D
	John Wayne Airport	Operations					
	Item No.	TITLE AND DESCRIPTION OF RECORDS	RETENTION	DISPOSITION	APPLICABLE LAW	LOCATION	REMARKS
14.	<u>Inspection Records</u> Records documenting all inspection and monitoring at the Airport. Records include all inspections required by Title 14, Code of Federal Regulations, Part 139 and may include, but is not restricted to, inspections of Airfield, Hangars, Facilities, and Wildlife.	Retain for duration of lease + 4 years.	May destroy after duration of lease + 4 years.	Title 14, Code of Federal Regulation, Part 139.301; Code of Civil Procedure §337	Computer networks and applications, office filing cabinets, and/or offsite storage		
15.	<u>Lease Files (Tie-Down and Hangar Leases)</u> Leases signed by the Airport and another party that sets out the terms and conditions to which the Airport and Lessee agrees. May include negotiations or amendments as appropriate. Includes, but is not restricted to: (a) hangar and tie-down leases for monthly rental of small to large hangars managed on the Airport property; (b) certificates of insurance provided to the Airport by lessees; and (c) applications, correspondence, hangar inspection records, initial guidance related to leases.	Retain for duration of the lease + 10 years.	May destroy after duration of lease + 10 years.	Cal. Civ. Proc Code Procedure §337; Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
16.	<u>Self-Inspection Checklists</u> Includes, but is not limited to, paved and unpaved areas, safety areas, markings and signs, lighting, navigational aid devices (NAVAIDs), wildlife, fueling, obstructions, hazardous materials, public protection, aircraft rescue and fire fighting, construction, and wind indicators.	Retain for 2 years.	May destroy after 2 years.	Title 14, Code of Federal Regulation, Part 139.301; Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		
17.	<u>Trip Data for Commercial Ground Transportation Vehicles</u> Includes, but not limited to, trip data from courtesy vehicles, door-to-door shuttles, limousines, taxis, and transportation network companies.	Retain for duration of permit + 4 years.	May destroy after duration of permit + 4 years.	Cal. Civ. Proc Code §337	Computer networks and applications, office filing cabinets, and/or offsite storage		
18.	<u>TSA Required Personnel Training</u> Evidence of training to permit individual unescorted access to Security Identification Display Area (SIDA) or Air Operations Area (AOA) on (1) unescorted access authority to enter and be present in various areas of the airport; (2) control, use, and display of airport-approved access and identification media; (3) escort and challenge procedures and the law enforcement support for these procedures; (4) security responsibilities; (5) restrictions on divulging sensitive security information; and (6) any other topics specified in the security program.	Retain until badge is terminated + 2 years.	May destroy after badge is terminated + 2 years.	Title 49, Code of Federal Regulation, Part 1542.213(d); Gov. Code §26202	Computer networks and applications, office filing cabinets, and/or offsite storage		

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