

AIRCRAFT OPERATION

1. General records

Operating and inspection records, aircraft identification, and the like.

EXCEPT: Purchase, lease, or acquisition documents on aircraft. See PRP 5.

EXCEPT: Material relating to functional operation of aircraft (example: insect spraying). See appropriate subject.

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old.

Disposition Authority: (NC1-310-77-2, item 398a)

2. Flight Logs

Flight and trip logs maintained for each aircraft.

Disposition: Temporary

Recordkeeping Copies: Destroy when 1 year old.

Disposition Authority: (NC1-310-77-2, item 399a)

3. Charts

Aeronautical charts. Arrange alphabetically by name of city.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded, obsolete, or no longer needed for reference.

Disposition Authority: (NC1-310-77-2, item 400a)

4. Federal Aviation Administration

- a. Material on aircraft operations under the jurisdiction of the Federal Aviation Administration.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 400-1a)

b. Certification

Material on pilot certification including proficiency checks and certificates, copies of pilot's license, and material clearance documents. Also includes aircraft certification forms.

Case file agency pilot's certificate, medicals, and check ride forms by pilot's name under heading - contract pilot's.

Case file contract/rental pilot's check rides by pilot's name under heading contract pilot's.

Case file all aircraft certificates including Agency-owned or leased aircraft together by calendar year under heading-air certification.

Disposition: Temporary

Recordkeeping Copies: Destroy when the pilot has left his/her position or when the aircraft is retired.

Disposition Authority: (N1-463-95-1, item 3005a)