

Records Retention Schedule
 Contra Costa County Airports
 Schedule A

Description	Custodian	Retention Requirements (yrs)		Active	Non-Active	Statutory
		Active	Non-Active	Record	Record	Reference
				Format	Format	
CY = Current Year						
Licenses	Properties	Duration	3	Electronic/Paper	Electronic	GC 26202; ; GC 26205.1
Deeds	Properties	PERM	PERM	Electronic/Paper	Electronic	GC 26202; ; GC 26205.1
Hangar Rental Files	Properties	Duration	3	Electronic/Paper	Electronic	Department Policy
Gate Access card Files	Properties	Duration	3	Electronic/Paper	Electronic	Department Policy
Leases	Properties	PERM	PERM	Electronic/Paper	Electronic	Department Policy
As Built	Properties	PERM	PERM	Electronic/Paper	Electronic	Department Policy
Easements	Properties	PERM	PERM	Electronic/Paper	Electronic/Paper	Department Policy
Key Card Agreements	Properties	Duration	CY+2	Electronic	Electronic	Department Policy
Hangar Waiting List Applications	Properties	CY+2		Electronic/Paper		GC 26202; ; GC 26205.1
Tie-Down Agreements	Properties	Duration	CY+2	Electronic	Electronic	GC 26202; ; GC 26205.1
Certificate of insurance	Properties	Duration		Electronic	Electronic	GC 26202; ; GC 26205.1
UAS Tenant - Temporary Use Permits	Properties	Duration	CY+3	Electronic	Electronic	Department Policy
UAS Non-Tenant	Properties	Duration	CY+4	Electronic	Electronic	Department Policy
ALUC related documents	Properties	PERM	PERM	Electronic	Electronic	Department Policy
G Receipts	Finance	Perm	PERM	Electronic/Paper	Electronic/Paper	GC 14740-14774
Budget Documents	Finance	CY+2	4	Electronic	Electronic	GC 14740-14774
Invoices	Finance	CY+2	4	Electronic	Electronic	GC 14740-14774
Contracts	Finance	Duration	7	Electronic	Electronic	GC 14740-14774
Contract Amendments	Finance	Duration	7	Electronic	Electronic	GC 14740-14774
DBE Documentation/Report	Finance	4	PERM	Electronic	Electronic	49 CFR Part 18.48
CPI Letters and Increases	Finance	CY+2		Electronic		GC 14740-14774
Concession Reports	Finance	CY+2	4	Electronic	Electronic	GC 14740-14774

Grant Applications	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
Grant Agreements	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
Grant Invoices	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
Grant Documentation	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
Grant Statements	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
AIP related documents	Admin	Duration	3	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
AIP Contracts	Admin	PERM	PERM	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
FAA Deviation Letters and responses	Admin	PERM	PERM	Electronic/Paper	Electronic	FAA Grant assurance #13 and 49 CFR Part 18.42
AAC Reports	Admin	PERM	PERM	Electronic	Electronic	AAC By Laws
AAC Minutes	Admin	PERM	PERM	Electronic	Electronic	AAC By Laws
AAC Agendas	Admin	PERM	PERM	Electronic	Electronic	AAC By Laws
Airport Committee Agendas	Admin	PERM	PERM	Electronic	Electronic	Department Policy
Airport Committee Minutes	Admin	PERM	PERM	Electronic	Electronic	Department Policy
Airport Inspections	Admin	PERM	PERM	Electronic	Electronic	49 CFR Part 18.48
Airport Master Plans	Admin	Duration	PERM	Electronic/Paper	Electronic	49 CFR Part 18.48
Press Release	Admin	CY+1	1	Electronic	Electronic	Department Policy
Newsletter	Admin	CY	1	Electronic	Electronic	Department Policy
Request for proposal	Admin	Duration	5	Electronic	Electronic	Department Policy
RFP Responses	Admin	Duration	5	Paper/Electronic	Paper/Electronic	Department Policy
Noise Inquiries	Admin	CY	1	Electronic	Electronic	Department Policy
Aircraft Inventory	Admin	CY+3	2	Electronic	Electronic	Department Policy
Correspondence	Admin	Cy+1	3	Electronic	Electronic	Department Policy
Staff Reports	Admin	Cy+1		Electronic		Department Policy
Public records requests	Admin	CY+1	2	Electronic	Electronic	Department Policy
FAA Memos and Circulars	Admin	PERM	PERM	Electronic	Electronic	49 CFR Part 18.48
Outdated or Superseded SOPs and Internal Policies	Admin		2	Electronic	Electronic	Department Policy
SOPs	Admin	Duration	2	Electronic/Paper	Electronic	Department Policy
Airfield Maintenance Records	OPS	CY	3	Electronic	Electronic	Department Policy
Safety records and/or training	OPS	24 Months*	3	Electronic	Electronic	FAA Policy/Guidelines
Accident reports	OPS	CY	5	Electronic	Electronic	Department Policy

SWPPP	Environmental	PERM	PERM	Paper/Electronic	Paper/Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
Habitat Management Land License Agreements	Environmental	PERM	PERM	Electronic	Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
HML Easements	Environmental	PERM	PERM	Electronic	Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
HML Wildlife Management Plan	Environmental	PERM	PERM	Electronic	Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
BCCB Easements	Environmental	PERM	PERM	Electronic	Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
BCCB Wildlife Management Plan	Environmental	PERM	PERM	Electronic	Electronic	40 CFR 122.26(b)(14)(i)-(xi) r
HML Contracts (i.e. work being completed, permission to enter, etc)	Environmental	PERM	PERM	Electronic	Electronic	CA Easement
Hazardous Waste Manifests	Environmental	CY+4	3	Paper	Electronic	Sections 25160 and 25205.15 of the Health and Safety Code
Monthly Visual Observation forms	Environmental	Cy+3	2	Paper	Electronic	Department Policy
CERS	Environmental	PERM		Paper/Electronic	Paper/Electronic	CCR Title 27, Division 1, Subdivision 4, §15290(b)
California State Waterboard related documents	Environmental	PERM	PERM	Paper/Electronic	Paper/Electronic	STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2017-0020
PFAS/PFOA Documents	Environmental	PERM	PERM	Paper/Electronic	Paper/Electronic	DOT/FAA/TC-22/23
CUPA	Environmental	PERM	PERM	Paper/Electronic	Paper/Electronic	CCR Title 27, Division 1, Subdivision 4, §15290(b)
Range Manager Reports	Environmental	PERM	PERM	Electronic	Electronic	Department Policy