

## AVIATION MANAGEMENT & FLIGHT LINE SERVICE

### 205.01      **Daily Gas Issues File**

Dates:                                1973 -  
Volume:                              29 Cu. Ft.  
Annual Accumulation:            2 Cu. Ft.  
Arrangement:                      Chronological

This record series contains daily fuel reports for octane (avgas) and jet (Jet A) fuel pumped for airplanes as well as automotive gas reports which show the amount of fuel used internally by the Line Service but which may occasionally show external sales. The fuel sheets show the date, the account number of the person receiving fuel, the meter fuel was pumped from, the amount of individual issues of fuel and oil, and the total meter readings for each day.

This item supersedes State Records Application 87-63, item 91, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:**            Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

### 205.02      **Quality Control Checklist File**

Dates:                                1986 -  
Volume:                              Negligible  
Annual Accumulation:            Negligible  
Arrangement:                      Chronological

This record series is maintained at the request of Mobil Oil which just recently obtained the contract to supply fuel to the SIU Airport. One form is a monthly report form of the fuel quality in the Jet Truck, Avgas Truck, Jet fuel in bulk storage and Avgas in bulk storage. The other form in this record

series is a quality control checklist for aviation fuel deliveries from Mobil. The fuel is checked for water and other contaminants, and such quality control is essential for safety in flying. Before Mobil Oil obtained the fuel supply contract, the quality control check was recorded as a small note on the "Daily Gas Issues" sheet which is described in this application.

This item supersedes State Records Application 87-63, item 92, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

## 205.03

### Chief Lineman's Log

Dates: 1970 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series is a ledger book that is used to record daily bulk inventory of jet and octane fuel pumped as well as overtime, sick leave or vacation notations for employees of The Line Service.

This item supersedes State Records Application 87-63, item 93, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for ten (10) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**205.04 Time Sheets**

Dates: 1987 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains civil service and student worker time sheets for the Line Service at the Air Institute. This civil service time sheets are filled out monthly, showing name and hours worked with absence codes noted. Student workers' time is recorded by individual students on timecards which are disposed of at end of the month when the information has been transferred to two biweekly time recording sheets.

This item supersedes State Records Application 87-63, item 94, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.