AVIATION MANAGEMENT & FLIGHT
AIR TAXI SERIVCE

185.01 General Correspondence Files (Originals and Duplicates)

Dates: 1985 –
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By subject

This record series consists of the general correspondence files maintained by the Office of the Air Taxi Service.

This item supersedes State Records Application 87-63, item 75, 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 the office for three (3) years, then dispose of.

185.02 Travel Expense Reimbursement Files (Duplicates)

Dates: 1984 –
Volume: ½ cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by date order

This record series consists of the travel expense reimbursement Files for all employees (e.g., pilots, mechanics) under the Office of Air Taxi Service. The information generally includes: employee name, social security number, purpose of trip, time/date of departure and arrival, miscellaneous expenses (e.g., phone calls), and account numbers.

This item supersedes State Records Application 87-63, item 76, 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 the office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.