

**A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
GENERAL RECORDS RETENTION/DISPOSAL SCHEDULE**

The following is the official records retention/disposal schedule for the A. B. Won Pat International Airport Authority, Guam (GIAA) established in accordance with the Records Management Act (codified at 5 GCA Chapter 20, Article 6) and other applicable local and Federal laws, rules and regulations.

Item No.	Description	Method of Filing	Location (Original)	Retention Method/Duration	Notes
1.	Correspondence that documents the development, establishment, and execution of all policies, plans, and procedures for administering territorial laws pertaining to GIAA Management within the Government of Guam	Chronologically	Administration	Permanent	
2.	Public Laws and Executive Orders, which document the development, establishment, and execution of all policies, plans, and procedures for administering territorial laws pertaining to GIAA Management within the Government of Guam	Numerically	Administration	Permanent	
3.	Proclamations, correspondence, and Management Directives within the GIAA department functions having historical or legal value	Numerically	Administration	Permanent	
4.	Proclamations and correspondence having no historical or legal value	Numerically	Administration	Five (5) years, then properly dispose	
5.	Operations Index: GIAA Standard Operating Procedures	Chronologically	Operations	Permanent; Retain current copy until superseded Destroy when superseded	

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Item No.	Description	Method of Filing	Location (Original)	Retention Method/Duration	Notes
6.	Federal Aviation Administration Regulations	Numerically	Administration ARFF Operations Police	Permanent; Retain current copy until superseded Destroy when superseded	
7.	Federal Aviation Advisory Circulars	Numerically	Admin ARFF Engineering Operations Police Properties & Facilities	Retain current copy until superseded Destroy when superseded	
8.	Federal Aid Airport Program / Airport Improvement Program. Case files on airport projects affected by agreements with the Federal Government, consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence and related files	Numerically	Accounting Administration Engineering	Three (3) years after financially completed, then transfer to archives Retain for twenty (20) years following completion, then properly dispose	FAA Order 1350.14B, (Records Management 5100)
9.	Unprogrammed Airport Project Files. Correspondence relating to proposed projects for which no federal funds were allocated	Numerically	Administration (original) Engineering	Three (3) years, then destroy	Pursuant to FAA Order 1350.14B, (Records Management 5100)
10.	Legal Records-Counsel Opinions and Records, Litigation Records, Legal Files	Chronologically	Administration	Permanent	

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Item No.	Description	Method of Filing	Location (Original)	Retention Method/Duration	Notes
11.	Personnel Records	Alphabetically	Personnel	Upon termination/transfer, retain for five (5) years, then transfer to archives Retain in archives permanently	
12.	Board Minutes, Policies and Correspondence	Chronologically	Board Secretary (original) Administration	Permanent	
13.	Training, seminars, workshops, trip reports, and travel authorizations	Chronologically	Personnel	Upon conclusion, retain for three (3) years, then destroy.	
14.	Applications (Employee Identification Badge, Employee Parking Decals, Taxi & Tour Bus)	Numerically	Police	Upon termination / expiration of individual's unescorted access authority, retain for one-hundred eighty (180) days, then destroy	Pursuant to Code of Federal Regulations (Title 49 - Transportation)
15.	General Files - solicitation letters, magazine subscriptions, advertisements, tenants letter of interests, etc.	Numerically	Administration Property Management	Retain for two (2) years then destroy	
16.	Procurement Record (IFB/RFP, bid, proposals, correspondence, contracts)	Numerically	Procurement	Retain for five (5) years after final payment. If litigation, permanent	5 GCA § 5247.1, 5248
17.	Airport Project Plan Files (Preliminary, approved, and as-constructed Plans)	Numerically by Project No.	Engineering		Pursuant to FAA Order 1350.14B, (Records Management 5100)

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18.	Preliminary Plans	Numerically by Project No.	Engineering	Destroy upon receipt of approved construction plans	
19.	Approved construction plans	Numerically by Project No.	Engineering	Destroy upon receipt of as-constructed plans	
20.	As-constructed plans	Numerically by Project No.	Engineering	Destroy fifty (50) years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications	
21.	Airport Drawings / Layout Plans. Documents showing boundaries and facilities	Numerically by Project No.	Engineering	Destroy fifty (50) years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications	Pursuant to FAA Order 1350.14B (Records Management 5100)
22.	Airport Project Specification Files	Numerically by Project No.	Engineering	Dispose of when project is financially completed	Pursuant to FAA Order 1350.14B (Records Management 5100)

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Item No.	Description	Method of Filing	Location (Original)	Retention Method/Duration	Notes
23.	Environmental Planning. Draft and Final Environmental Impact Statements (EIS), Finding of No Significant Impact (FONSI) and Section 4(f) Project Files. Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents and project files for noise compatibility planning under the Aviation Safety and Noise Abatement Act and Federal Aviation Regulations Part 150	Numerically by Project No.	Administration Engineering		Pursuant to FAA Order 1350.14B (Records Management 5050)
24.	Constructed or completed EIS or FONSI projects	Numerically by Project No.	Engineering	Transfer closed files to archives when the project(s) for which the EIS or FONSI was prepared are constructed or completed, including Federal funding Destroy when ten (10) years old	
25.	EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended	Numerically by Project No.	Engineering	Transfer to archives after the last project is federally funded and completed Destroy when ten (10) years old	
26.	Controversial projects	Numerically by Project No.	Engineering	Transfer closed files to archives after all litigation has been resolved Destroy when thirteen (13) years old	

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Item No.	Description	Method of Filing	Location (Original)	Retention Method/Duration	Notes
27.	Airline & Concession Agreements, Leases, Non-Airline & Facility Leases and Operating Agreements	Alphabetically	Administration Accounting Property Management (original)	Upon Termination, retain five (5) years, then transfer to archives Retain an additional ten (10) years then properly dispose	
28.	Permits	Alphabetically	Property Management	Upon termination, retain five (5) years, then transfer to archives Retain an additional five (5) years then destroy	
29.	Real Property Title Records. Includes Deeds, GIAA/Navy Leases, Joint Use Agreements, purchase agreements, certificates of title, survey notes, maps, correspondence, and related papers documenting the acquisition of real property by purchase, condemnation, donation or otherwise		Accounting Administration Property Management	Permanent	
30.	Insurance, including: Policies & Records of Revenues, Terms, Coverages & Claims Agreements	Chronologically	Administration Property Management (original)	Upon expiration, five (5) years, then destroy	
31.	Daily Reports (24-hr recap, security log & incident report)	Chronologically	Administration Operations Police	Five (5) years then properly dispose	

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32.	Budget (Approved Fiscal year)	Chronologically	Accounting Administration	Retain for two (2) years, then transfer to archives for three (3) years, then destroy	
33.	Financial Records (bank accounts, statements, loan records, bond financing records, indentures, promissory notes, mortgages, guaranties, credit reports, audit reports)	Alphabetically Chronologically Numerically	Accounting	Retain for two (2) years then transfer to archives permanently	
34.	Payroll Data (Fringes, Employee's Personnel Jackets, Timesheets, Payroll Master Listing Employees & Payroll Master Listing Deductions)	Alphabetically Numerically	Accounting Administration	Retain for two (2) years then transfer to archives permanently	
35.	Capital Improvement Project (Vendors, Capital Project, AIP/CIP Monthly & Fixed Assets)	Alphabetically Chronologically Numerically	Accounting	Retain for two (2) years, then transfer to archives permanently	
36.	Tour Bus Operations (Vouchers, Parking Lot Collections & Customer File-Invoices & Payment)	Alphabetically Chronologically	Accounting	Retain for two (2) years, then transfer to archives for three (3) years, then destroy	
37.	Account Receivable (Customer Files - Invoices, Payment & Master Invoices)	Alphabetically Numerically	Accounting	Retain for five (5) years, then transfer to archives for ten (10) years, then destroy	
38.	Account Payables (Vendor Files - Invoices, Payment, Receiving Report, Purchase Order, Requisition, Payment Voucher, Check Copy, *AP Monthly Audit Report)	Alphabetically Chronologically Numerically	Accounting	Retain for five (5) years then transfer to archives for ten (10) years, then destroy	

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39.	General Files (Correspondences, GovGuam Bank Statements, Divisions, Consultants & Audit)	Alphabetically Chronologically Numerically	Accounting	Retain for two (2) years, then transfer to archives permanently	
40.	Others (Register, Payroll Cancelled Checks, Payable Cancelled checks, Bank Statements - Operating & Trust Accounts, Bank Transfer Request & Bank Confirmations)	Chronologically Numerically	Accounting	Retain for two (2) years then transfer to archives permanently	

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GUAM INTERNATIONAL AIRPORT AUTHORITY

DEPARTMENT OF ADMINISTRATION

THE OFFICE OF THE ATTORNEY GENERAL

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