



August 14, 2025

CALL AND NOTICE OF A REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Legal, Government and Environmental Affairs Committee will be held on Monday, August 18, 2025, at 8:30 a.m., in the Burbank Room of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (701) 802-5334
Access Code: 2451017#

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, August 18, 2025
8:30 a.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on Airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

When in-person attendance or participation at meetings of the Committee is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*

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The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

August 18, 2025

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes

a. July 21, 2025

[See page 1]

5. Items for Approval

- a. Approval of Aid in Construction Deposit to
City of Burbank – Replacement Passenger Terminal Project

[See page 4]

Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission to approve an Aid-In-Construction deposit request from the City of Burbank on behalf of Burbank Water and Power (“BWP”) for the Replacement Passenger Terminal electrical power infrastructure.

- b. Eighth Amendment to Fixed Base Operator Lease and Concession Agreement – Van Nuys Skyways, Inc.

[See page 10]

Staff report attached. Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee to the Commission to approve a proposed Eighth Amendment (“Amendment”) to the Fixed Base Operator (“FBO”) Lease and Concession Agreement with Van Nuys Skyways, Inc (“VNS”). The proposed Amendment allows VNS to operate its FBO Concession at Hollywood Burbank Airport under the trade name “Hollywood Burbank Jet Center.”

- c. Records Retention and Destruction

[See page 13]

Staff report attached. Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee (“Committee”) to the Commission for approval of destruction of certain obsolete Authority records under the Authority’s Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465.

6. Items for Information

- a. Committee Pending Items

[See page 14]

7. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

MONDAY, JULY 21, 2025

A regular meeting of the Legal, Government and Environmental Affairs Committee was called to order on this date in the Burbank Room, 2627 N. Hollywood Way, Burbank, California, at 8:30 a.m., by Commissioner Gabel-Luddy.

1. ROLL CALL

Present: Commissioners Gabel-Luddy and Najarian

Absent: Commissioner Lyon

Also Present: Staff: Kathy David, Senior Deputy Executive Director, Greg Rabinovitz, Chief of Staff; Neil Gallucci, Deputy Police Chief; Kyle Porter, Manager, Noise & Environmental Affairs

Zoe Bertro-Foell, Consultant
Steer Davies & Gleave, Inc.

2. Approval of Agenda

Motion Commissioner Najarian moved approval of the agenda.

Motion Approved Hearing no objections, the motion was approved as submitted (2–0, 1 absent).

3. Public Comment There were no public comments.

4. Approval of Minutes

a. June 16, 2025 A draft copy of the Committee meeting minutes of the June 16, 2025, meeting was included in the agenda packet for review and approval.

Motion Commissioner Najarian moved approval of the Committee meeting minutes, seconded by Commissioner Gabel-Luddy.

Motion Approved The motion was approved (2–0, 1 absent).

5. Items for Approval

a. Award of Contract Airport Communication Center Computer Aided Dispatch Services

Staff sought a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission to approve a Shared Services Agreement with Versaterm, Inc. for Computer Aided Dispatch ("CAD") services in the amount of \$274,485. On February 18, 2025, Staff provided a briefing to the Committee for a proposed acquisition of a CAD system to support the operations of the Airport Communications Center. In conjunction with this proposed project, on May 19, 2025, the Commission approved a revised Law Enforcement Cooperative Agreement with the City of Burbank to continue mutual aid between the Airport Police Department and the Burbank Police Department.

As the delivery of the CAD system components is time-sensitive, subject to the Committee's recommendation, this item was placed on the Commission's agenda for consideration following the Committee's meeting.

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Gabel-Luddy.

Motion Approved

There being no objection, the motion was approved (2-0, 1 absent).

b. Award of Professional Services Agreement for Transportation Coordinator Support Services

Staff sought a Legal, Government and Environmental Affairs Committee recommendation to the Commission for award of a Professional Services Agreement ("PSA") to Steer, Davies & Gleave, Inc. for employee transportation coordinator support services for a two-year period. The services and fees under the proposed PSA will be for implementation and support for the Airport's Employee Trip Reduction Program for the Replacement Passenger Terminal, which is a requirement of the Development Agreement with the City of Burbank. The PSA will have a not-to-exceed amount of \$33,760 for the first year and \$35,449 for the second year.

Motion

Commissioner Najarian moved approval of the recommendation, seconded by Commissioner Gabel-Luddy.

Motion Approved

There being no objection, the motion was approved (2–0, 1 absent).

6. Items for Information

a. Committee Pending Items

Staff informed the Committee of future pending items that will come to the Committee for review.

7. Adjournment

There being no further business to discuss, the meeting was adjourned at 8:55 a.m.

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
AUGUST 18, 2025**

**APPROVAL OF AID-IN-CONSTRUCTION DEPOSIT
TO CITY OF BURBANK
REPLACEMENT PASSENGER TERMINAL PROJECT**

Presented by
Perry Martin, Sr. Program Manager
Jacobs Project Management Co.

SUMMARY

Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission to approve an Aid-In-Construction ("AIC") deposit request (copy attached) from the City of Burbank on behalf of Burbank Water and Power ("BWP") for the Replacement Passenger Terminal ("RPT") electrical power infrastructure.

\$6,000,000 to support the development of a community substation permanent power solution. As part of BWP's development of a community substation with redundant power feeds to provide permanent long-term electrical power to the airport it is necessary to upgrade the line voltage capacity of sub transmission electrical lines on Clybourn Ave and Sherman Way, from 4kV to 12kV.

As the proposed work under this AIC is critical to develop and schedule for the community substation, if recommended by the Committee, this item has also been placed on the Commission meeting agenda for its consideration immediately following the Committee's meeting.

BACKGROUND

On December 19, 2022, the Commission awarded Holder, Pankow, TEC – A Joint Venture ("HPTJV") a design-build agreement for the RPT Project. Design and construction are progressing well with several significant milestones achieved. The project team, including airport staff, Jacobs Project Management staff and members of the HPTJV design-build team, continues to coordinate with BWP representatives for the initial temporary and ultimate permanent power to the RPT and ancillary facilities.

The power implementation sequence for the RPT is as follows:

- **Phase 1:** 3.5 MVA temporary power for construction trailers and equipment, distributed through existing infrastructure built as part of the Avion development. Energization was completed in July 2025.

- **Phase 2:** 17 MVA temporary power for commissioning and opening the RPT to the public. Two additional feeders from the Ontario substation are required. Energization is expected in the fall of 2025.
- **Phase 3:** Permanent power that will feed the RPT on a long-term basis. BWP will decommission the Clybourn substation and will use its existing infrastructure to transmit power to the location of the new substation. The substation is expected to be completed and energized by 2028/2029. Power from Phase 2 will be deenergized once the substation is operational.

To provide primary power to the new community substation, BWP will be converting existing 4kV power lines to 12kV and installing new 12kV power feeds to energize the new substation. These lines will originate from the Valley substation located at Hollywood Way and W. Victory Blvd. The routings for these feeds from the Valley substation are in existing underground duct banks and on above ground power poles.

A portion of the existing 4kV transmission lines to be converted to 12kV are currently routed along Clybourn Ave and Sherman Way (Exhibit A) on existing power poles. Safety regulations require the height of the lines to be a minimum of 50 feet above ground level due to the increase in voltage. However, because of the proximity to the airfield, an FAA 7460 permit is required. The FAA concluded that the 50' power pole height would exceed FAA obstruction standards based on the potential for an adverse physical or electromagnetic interference effect upon the airspace or air navigation facilities. Based on the constraints associated with electrical safety and FAA restrictions, BWP must underground the new lines. This requires construction of new underground conduit. This AIC request is to support the undergrounding of the power lines described above.

The estimated cost for this work is \$6,000,000 which will be funded from Owner's contingency. This additional cost is over and above the \$60,000,000 estimated cost for the community substation. This additional cost brings the total estimated cost for the substation and infrastructure to \$66,000,000.

To date, the Authority has made the following AIC payments for the RPT Project:

Date	Amount	Purpose
June 2025	\$ 225,000	Phase 3 engineering of community substation
Oct. 2024	\$ 7,110,070	17 MVA Distribution Substructure and Phase 2 Inspections
Oct. 2024	\$ 3,228,200	Temporary Terminal Power Phase 2 - 12kV
Sept. 2024	\$ 9,257,700	Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12kV community substation

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Sept. 2024	\$ 200,000	Phase 3 (Permanent Power) transmission and distribution engineering for the substation.
Aug. 2024	\$ 860,000	Phase 1 & 2 engineering and balance of 12kV distribution materials and labor to bring construction power.
Aug. 2024	\$ 100,000	Phase 2 engineering to bring temporary 17MVA power.
June 2024	\$ 40,000	BWP site inspector for the electrical substructure installation, manholes, conduit placement, concrete-encasement, slurry backfill, compaction, mandrelling conduit, etc. for temporary Phase 1 power.
Sept. 2023	\$ 1,411,000	Additional material and labor cost to bring temp Phase 2 power.
June 2023	\$ 494,000	Procurement and installation of cabling and switches for the feeder lines for Phase 1, construction power.
Mar. 2023	\$ 50,000	Electrical power requirement feasibility study.
Sept. 2022	\$ 25,000	Electrical power requirement feasibility study.
Total to date	\$ 23,000,970	

Two other AIC deposit requests are pending and will be considered by the Commission at the August 18, 2025 meeting:

Pending	\$ 712,570	Phase 1 & 2 - 17 MVA temporary power, engineering, substructure inspection and Clybourn substation 12kV conversion (engineering, labor, material and equipment).
Pending	\$ 2,050,000	Phase 3 (permanent power) substation engineering, procurement, construction (EPC) contract award deposit.
Total pending	\$ 2,762,570	

BWP will charge against the AIC deposits for the actual costs and quantities. Any remaining funds will either be refunded or credited to future work.

Based on electrical power requirement evaluations by the project management team, BWP's feasibility study, and an independent review undertaken by the retired General Manager and Chief Engineer of Los Angeles Department of Water and Power, the project team concluded that a community substation is the most practical power alternative. With a community

substation, power will be shared between the City of Burbank and the Authority, and significant benefits are provided to both parties. An Electrical Service Agreement ("ESA") with the City of Burbank has been finalized after reviewed by the Federal Aviation Administration Los Angeles Airports District Office for compliance with applicable federal regulations. The ESA is being presented separately to the Commission for its consideration at the August 18, 2025 meeting.

BWP has advised that two final AIC requests for the development of the community substation will be required to pay for the actual substation. Staff anticipate that these requests will be presented to the Executive Committee and Commission for approval following approval of the ESA. These are:

1. Phase 3: RPT Permanent Power AIC #2: \$17,689,970 in January 2026
2. Phase 3: RPT Permanent Power AIC #3: \$19,670,093 in February 2026

Both of the above AICs are for the engineering costs, equipment procurements and cost of construction/labor of the community substation.

FUNDING

In anticipation of a Commission approval of the ESA, BWP has submitted this AIC deposit request for the design, equipment and construction of the undergrounding of cable to meet the schedule target of the community substation. The adopted FY 2026 includes appropriations for a substation development to provide the permanent power to the RPT.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission that it approve the proposed AIC deposit to the City of Burbank in the amount of \$6,000,000 and authorize staff to remit payment.

Exhibit A





**WATER AND
POWER**

August 6, 2025

Hollywood Burbank Airport
2627 N Hollywood Way
Burbank, CA 91505
Attn: Stephanie Gunawan-Piraner

Re: Underground Electric Lines for Airport Project

Dear Ms. Gunawan-Piraner:

Burbank Water and Power (BWP) requires the payment of an aid-in-construction deposit, in accordance with the rules and regulations, to recover costs incurred by the Department for installing new underground electric lines (including, but not limited to, distribution, subtransmission or secondary lines) along the path (including, but not limited to, Clybourn Avenue and Sherman Way) to serve a new substation feeding the Burbank-Glendale-Pasadena Airport Authority's ("Burbank Airport") BUR Replacement Passenger Terminal Project ("Project") at 2761 N Hollywood Way. The aid-in-construction (AIC) deposit for undergrounding electric lines on the path will allow BWP to align with the Burbank Airport's proposed construction schedule while Burbank Airport and BWP negotiate an electrical service agreement, including contributions towards a community substation (together with all amendments, restatements or modifications, the "Agreement"). This AIC deposit is independent of costs outlined in the Agreement and will not be applied towards the deposit payment milestones in the Agreement. Full payment of this AIC deposit is required before the Agreement can be presented to the BWP Board (scheduled for September 4, 2025), and Burbank City Council. To avoid delays, **this AIC deposit shall be due on September 2, 2025**. By paying this deposit, Burbank Airport acknowledges the terms of this letter and that the costs described herein shall be calculated, billed and paid separately from the electrical services agreement. This AIC letter does not constitute the City of Burbank's approval of the Project or the Agreement. The estimated cost related to the above project is as follows:

Underground electric line \$6,000,000

TOTAL amount to be paid by the customer **\$6,000,000**

The \$6,000,000 is a deposit that will be credited toward the actual charges if you proceed with this project to its completion. If BWP is notified that your project is terminated during the design phase, BWP will charge time against the deposit for BWP work completed to that point and refund any remaining balance. **The final scope of work will be dependent on the Federal Aviation Administration findings of the Obstruction Evaluation – Airport Airspace Analysis and any other similar regulatory findings.** Payment of the above amount must be received before work is started by our Department. The customer will be billed for actual charges. Any charges under the estimated amount will be refunded; and any charges over the estimated amount will be billed to the customer. The project is scheduled to take place as requested by the owner/contractor.

The check should be made payable to the City of Burbank. If mailed, please address the envelope to Burbank Water and Power, ATTN: Jessica Chen, 164 W. Magnolia Blvd., Burbank, CA 91502. Payments by check must match the customer account previously created by BWP with the bill-to information provided. BWP will not accept any payments nor refund any accounts that do not match the customer account. Please verify that the name addressed on this letter matches the check you intend to make payment with. Please include the cashier's receipt checklist with your mailed payment to ensure proper payment processing.

Should you have any further questions, or identify any discrepancies, please call Jessica Chen of our Engineering Department at 818-238-3549.

Sincerely,

Bobola Akerson

Principal Electrical Engineer

164 WEST MAGNOLIA BOULEVARD
BURBANK, CA 91502

BURBANKWATERANDPOWER.COM
BWPCUSTOMERSERVICE@BURBANKCA.GOV

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
AUGUST 18, 2025**

**EIGHTH AMENDMENT TO
FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT
VAN NUYS SKYWAYS, INC.**

Presented by
Madeleine Zavala
Senior Manager, Business & Properties

SUMMARY

Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission to approve a proposed Eighth Amendment ("Amendment") to the Fixed Base Operator ("FBO") Lease and Concession Agreement ("Agreement") (copy attached), with Van Nuys Skyways, Inc ("VNS"). The proposed Amendment allows VNS to operate its FBO Concession at Hollywood Burbank Airport under the trade name "Hollywood Burbank Jet Center."

BACKGROUND

In July 2003, VNS was granted an Agreement to operate a FBO Concession when it assumed FBO responsibilities from its predecessor, Media Aviation ("Media"), when Media relinquished its Master Lease with the Authority. As part of the Agreement, in addition to leasing space in Building 36 and a portion of the ramp area, VNS was also granted exclusive rights to fuel and provide support services to the tenants of the Clybourn Complex hangars under the brand name "Million Air Burbank".

In July 2025, VNS contacted staff regarding its business decision to end its 22-year licensing arrangements with Million Air and rebrand its operation under the name "Hollywood Burbank Jet Center." VNS is an independently owned FBO operation and will continue to operate under the same leadership, staff and services offered, including offering sustainable aviation fuel.

STAFF RECOMMENDATION

Staff seeks the Committee's recommendation to the Commission to approve the proposed Amendment with VNS and authorize the President to execute the same.

**EIGHTH AMENDMENT TO FIXED BASE OPERATOR
LEASE AND CONCESSION AGREEMENT**
(Burbank-Glendale-Pasadena Airport Authority / Van Nuys Skyways)

This Eighth Amendment to the July 7, 2003 Fixed Base Operator Lease and Concession Agreement (“Agreement”) executed by the Burbank-Glendale-Pasadena Airport Authority (“Authority”), a California joint powers agency, and Van Nuys Skyways, Inc. (“Operator”), a California corporation, is dated July 14, 2025 for reference purposes.

RECITALS

- A. The parties executed the Agreement to provide for the Authority’s grant to Operator of a non-exclusive right to conduct a fixed base operation concession at Hollywood Burbank Airport.
- B. The parties have amended the Agreement seven times as follows (collectively, the “Prior Amendments”): a November 17, 2003 First Amendment; an April 17, 2006 Second Amendment; a February 1, 2010 Third Amendment; an April 30, 2011 Fourth Amendment; a November 17, 2014 Fifth Amendment an August 20, 2018 Sixth Amendment; and a January 22, 2019 Seventh Amendment.
- C. The parties desire to further amend the Agreement to allow Operator to use a different trade name for its fixed base operation concession.

NOW, THEREFORE, the parties agree as follows:

- 1. Amendment of Section 7.** Section 7.2.3 (Use of Trade Names) of Section 7 (Use of Leased Premises and Conduct of Business by Operator) of the Agreement is amended to read as follows:

“7.2.3 Use of Trade Names.

Operator shall operate the FBO Concession under the trade name “Hollywood Burbank Jet Center.” The Authority acknowledges and agrees that the trade name “Hollywood Burbank Jet Center,” and all trademarks, service marks, and other intellectual property rights associated therewith are owned by Operator, and that the Authority shall have no rights or claim of ownership for the use of such names, marks, or other rights. As part of the FBO Concession, Operator shall sell aviation fuel purchased from AVFUEL unless Operator has given the Authority 30 days notice of an alternative aviation fuel source.”

- 2. Million Air References.** References in the Agreement to “Million Air” shall be deemed to refer to “Hollywood Burbank Jet Center.”
- 3. Counterparts.** This Eighth Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same document.
- 4. Preservation of Agreement.** Except as expressly modified by this Eighth Amendment, all of the provisions of the Agreement (as amended by the Prior Amendments) shall remain unaltered and in full force and effect. In the event of a conflict between the provisions of this

Eighth Amendment and the provisions of the Agreement (as amended by the Prior Amendments), the provisions of this Eighth Amendment shall control.

TO EFFECTUATE THIS EIGHTH AMENDMENT, the parties have caused their duly authorized representatives to execute this Eighth Amendment by signing below.

Van Nuys Skyways, Inc.

By: Harold Lee

Print Name: Harold Lee

☐ Chairperson ☐ President ☐ Vice President

By: Priscilla Howden

Print Name: Priscilla Howden

☒ Secretary ☐ Asst. Secretary
☐ Chief Finance Officer ☐ Asst. Treasurer

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

Burbank-Glendale-Pasadena Airport Authority

President

Approved as to form:

Richards, Watson & Gershon
A Professional Corporation

**STAFF REPORT PRESENTED TO THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
AUGUST 18, 2025**

RECORDS RETENTION AND DESTRUCTION

Presented by
Kathy David
Deputy Executive Director, Finance and Administration

SUMMARY

Staff seeks a recommendation from the Legal, Government and Environmental Affairs Committee ("Committee") to the Commission for approval of destruction of certain obsolete Authority records under the Authority's Records Retention and Destruction Policy. This proposed records management effort is part of an ongoing protocol to eliminate storage of outdated records consistent with record retention requirements under Resolution No. 465, copy attached.

BACKGROUND

On September 21, 2015, the Commission adopted Resolution No. 465 to update the Authority's Records Retention and Destruction Policy.

Accordingly, as part of the Operations Readiness and Airport Transfer ("ORAT") process, Staff undertook a review of documents in preparation for the relocation to the Replacement Passenger Terminal next year. Each department was tasked to review its records and prepare an initial list of documents for destruction consideration. This review has been completed with each department preparing a destruction inventory list, copy attached. General Counsel has reviewed the destruction inventory lists and provided written consent, copy attached, subject to the Commission's adoption of a resolution approving the destruction.

STAFF RECOMMENDATION

Staff recommends that the Committee recommend to the Commission adoption of Resolution No. 518 (Attachment A) to authorize destruction of the records identified in the listed destruction inventory lists:

Attachments:

- Attachment A – Proposed Resolution No. 518
- Attachment No. 1 - Financial Services Destruction Inventory List
- Attachment No. 2 - Operations Destruction Inventory List
- Attachment No. 3 - Police/Public Safety Destruction Inventory List
- Attachment No. 4 - Parking Destruction Inventory List
- Attachment No. 5 - Noise and Environmental Destruction Inventory List
- Attachment No. 6 - Procurement Destruction Inventory List

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
AUGUST 18, 2025**

COMMITTEE PENDING ITEMS

	<u>Tentative Presentation</u>
1. Approval of Contract Adjustment Allied Universal Security Services	September 15, 2025
2. Approval of Amendment to Janitorial Services Agreement	September 15, 2025
3. Award of Contract Private Network	TBD

RESOLUTION NO. 518

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
AUTHORIZING DESTRUCTION OF CERTAIN OBSOLETE RECORDS**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings and Intent.

A. On September 21, 2015, by Resolution No. 465, the Commission adopted a revised airport procedure for records retention and destruction.

B. Department Heads have prepared destruction inventory lists, attached as Exhibit A, that identify Authority records that are obsolete and not required by law to be retained.

C. General Counsel has reviewed the attached destruction inventory lists for compliance with records retention requirements of Resolution No. 465 and has provided consent for destruction of the identified records.

Section 2. Destruction Authorization. The Authority records identified in the attached destruction inventory lists may be destroyed without a copy being retained.

Section 3. Effective Date. This Resolution shall be effective upon adoption.

Adopted this 15th day of September, 2025.

Jess Talamantes, President

Attest:

Frank Quintero, Secretary

EXHIBIT A
Destruction Inventory Lists

(attached)



Records Destruction Authorization Form

Department: Finance Date of Inventory: 06/04/2025
 Submitted by: David Kwon

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 06/04/2025

Print Name: David Kwon

Title: Director, Financial Services

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: [Signature]

Date: 7-3-25

Terence Boga

Print Name: _____

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

Retention Log Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1996-1997	Hangar 35	10	Checks 65000-69999 4/12/96-5/19/97	Accounting	AU+7	2004	Obsolete
1997-1998	Hangar 35	9	Checks 70000-73999 5/19/97-5/31/98	Accounting	AU+7	2005	Obsolete
1998-1999	Hangar 35	8	Checks 74000-77999 5/31/98-8/27/99	Accounting	AU+7	2006	Obsolete
1999-2000	Hangar 35	12	Checks 78000-79999 8/27/99-3/30/00	Accounting	AU+7	2007	Obsolete
2000	Hangar 35	7	Checks 80000-81999 3/30/00-10/19/00	Accounting	AU+7	2007	Obsolete
2000-2001	Hangar 35	22	Checks 82000-83999 10/19/00-5/10/01	Accounting	AU+7	2008	Obsolete
2001	Hangar 35	18	Checks 84000-85999 5/17/01-11/08/01	Accounting	AU+7	2008	Obsolete
1996-2001	Hangar 35	21	Payroll Checks Aug 1996-Jun 2001	Accounting	AU+7	2008	Obsolete
2001-2002	Hangar 35	17	Checks 86000-87999 11/08/01-5/23/02	Accounting	AU+7	2009	Obsolete
2002	Hangar 35	2	Checks 88000-89999 5/23/02-12/06/02	Accounting	AU+7	2009	Obsolete
2003	Hangar 35	15	Checks 90000-91999 1/10/03-3/27/03	Accounting	AU+7	2010	Obsolete
2003	Hangar 35	4	Checks 95000-96999 4/04/03-10/03/03	Accounting	AU+7	2010	Obsolete
2003-2004	Hangar 35	23	Checks 97000-98999 10/03/03-4/02/04	Accounting	AU+7	2010	Obsolete
2004	Hangar 35	6	Checks 99000-100999 4/02/04-10/11/04	Accounting	AU+7	2011	Obsolete
2004-2005	Hangar 35	13	Checks 101000-102999 10/04/04-4/01/05	Accounting	AU+7	2011	Obsolete
2005	Hangar 35	11	Checks 103000-104999 4/11/05-10/03/05	Accounting	AU+7	2012	Obsolete
2005-2006	Hangar 35	3	Checks 105000-106999 10/03/05-3/31/06	Accounting	AU+7	2012	Obsolete
2006	Hangar 35	5	Checks 107000-108999 3/31/06-9/22/06	Accounting	AU+7	2013	Obsolete
2006-2007	Hangar 35	16	Checks 109000-111699 4/22/06-5/29/07	Accounting	AU+7	2013	Obsolete
2007-2008	Hangar 35	19	Checks 111700-113999 5/29/07-1/11/08	Accounting	AU+7	2014	Obsolete
2008	Hangar 35	14	Checks 114000-116700 10/10/08-11/11-08	Accounting	AU+7	2015	Obsolete
2008-2009	Hangar 35	20	Checks 116701-119300 11/10/08-7/04/09	Accounting	AU+7	2015	Obsolete
2009-2010	Building 9		Checks 119301-121980 07/09/2009 – 04/16/2010	Accounting	AU+7	2016	Obsolete
2010-2011	Building 9		Checks 121981-125999 04/16/2010 – 05/23/2011	Accounting	AU+7	2017	Obsolete
2011-2012	Building 9		Checks 126000 05/23/2011 – 06/11/2012	Accounting	AU+7	2018	Obsolete
2001	Hangar 35	1	Payroll Jul 2001 7/15/01-9/19/01	Accounting	AU+7	2019	Obsolete
2000-2009	Hangar 35	22	Accounting A/R Various Years Annual Mag Reviews, RAC, Fuel Farm 2000-2009	Accounting	AU+7	2008	Obsolete
2009	Hangar 35	2	Securitech 2007 - 2009 Invoices	Accounting	AU+7	2016	Obsolete
2010	Hangar 35	1	Parking Audit Accounting Notes 01/2010 - 03/2010	Accounting	AU+7	2017	Obsolete
2013	Hangar 35	15	Accounting A/R Revenues Parking DOT Shuttle 2013	Accounting	AU+7	2020	Obsolete
2013	Hangar 35	32	TBIAM MG FY 2013 (1 of 1)	Accounting	AU+7	2020	Obsolete
2013	Hangar 35	26	Time Cards 01/2013 - 02/2013	Accounting	AU+7	2020	Obsolete

Retention Log Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2000	Hangar 35		Misc. A/R Manuals	Accounting	AU+7	2007	Obsolete
2014	Hangar 35	3	A/P Vendor 00005 - 07013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	36	A/P Vendor 07016 - 07021	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	6	A/P Vendor 08021 - 20541	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	10	A/P Vendor 20580 - 29380	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	14	A/P Vendor 29450 - 39002	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	23	A/P Vendor 39200 - 47450	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	5	A/P Vendor 47478 - 57310	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	30	A/P Vendor 57377 - 61033	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	37	A/P Vendor 61200 - 66800	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	4	A/P Vendor 66880 - 78035	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	13	A/P Vendor 78015 - 86356	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	32	A/P Vendor 82415 Standard Parking	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	21	A/P Vendor 86360 - 87390	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	34	A/P Vendor 87415 - 96680	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	31	A/P Vendor 96686 - VRR	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	22	Accounting A/R AccPac Billing Revenue Receipts 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	38	Accounting A/R Billing Reports 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	18	Accounting A/R Monthly PFC/CFC ME 01/2014 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	25	Accounting A/R Monthly PFC/CFC ME 07/2013 - 12/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	24	Accounting A/R Parking Revenue Receipts 07/2013 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	8	Accounting A/R Parking Revenue Receipts 07/2013 - 12/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	33	Accounting A/R Rents & Concession Receipts 03/2014 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	9	Accounting A/R Rents & Concession Receipts 07/2013 - 10/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	20	Accounting A/R Rents & Concession Receipts 11/2013 - 02/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	18	Accounting A/R Revenues Parking LPI October 2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	1	Accounting Billings Employee Parking 07/2012 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	35	Accounting Revenue Batch Billings 07/2011 - 06/2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	15	FY2014 Bank Statements/BNY Reports/LAIF/ Working Papers	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	16	FY2014 Operating PFC Investment Reports/Payroll Reports	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	34	TBIAM MG FY 2014 (1 of 1)	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	11	Weekly Check Run Reports 03/2014 FY2014	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	28	Weekly Check Run Reports FY 2014 07/2013 - 10/2013	Accounting	AU+7	2021	Obsolete
2014	Hangar 35	29	Weekly Check Run Reports FY 2014 11/2013 - 02/2014	Accounting	AU+7	2021	Obsolete

Retention Log Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	1	3D-AND A/P Vendor 00005 - 04876	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	17	A/R Accounting Daily Deposit Yellow Sheets 01/2013 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	19	A/R Accounting Daily Yellow Revenue Sheets 2007, 2012, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	16	Accounting A/R Account Comparison FYE 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting A/R Billing Reports (07/2013 - 06/2014) Parking Receipts (07/2014 - 06/2014)	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	19	Accounting A/R Parking Revenue Receipts 06/2014 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting A/R Revenues Parking Aug 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	34	Accounting A/R Revenues Parking Aug 22 - 30, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	10	Accounting A/R Revenues Parking Aug 23 - 31, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	36	Accounting A/R Revenues Parking Aug 23 - 31, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	35	Accounting A/R Revenues Parking Dec 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	34	Accounting A/R Revenues Parking Dec 12 - 20, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	28	Accounting A/R Revenues Parking Feb 1 - 10, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	32	Accounting A/R Revenues Parking Feb 11 - 20, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	38	Accounting A/R Revenues Parking Feb 21 - 28, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting A/R Revenues Parking Jan 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	33	Accounting A/R Revenues Parking Jan 12 - 21, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	25	Accounting A/R Revenues Parking Jan 13 - 27, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	31	Accounting A/R Revenues Parking Jun 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	3	Accounting A/R Revenues Parking Jun 12 - 22, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting A/R Revenues Parking Jun 22 - 30, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	40	Accounting A/R Revenues Parking Jun 23 - 30, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	41	Accounting A/R Revenues Parking May 1 - 11, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	4	Accounting A/R Revenues Parking May 23 - 31, 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	30	Accounting A/R Revenues Parking Nov 1 - 11, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting A/R Revenues Parking Nov 12 - 21, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting A/R Revenues Parking Nov 13 - 21, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	37	Accounting A/R Revenues Parking Sep 1 - 10, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	43	Accounting A/R Revenues Parking Sep 11 - 20, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	33	Accounting A/R Revenues Parking Sep 21 - 30, 2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	29	Accounting AccPac 07/2014 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	14	Accounting Billings Backup 06/2014 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	22	Accounting Billings Backup TSA Utilities 07/07 - 12/13 FY2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	16	Accounting Employee Parking Billing 07/2014 - 06/2015 (FY15)	Accounting	AU+7	2022	Obsolete

Retention Log Financial Services Department

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	24	Accounting ME FY2015 07/2014 - 02/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	18	Accounting ME 03/2015 - 06/2015 Parking Receipts, CC 1-4/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	27	Accounting Parking Revenue Deposits 07/2014 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	17	Accounting Parking Revenue Deposits 12/14/14 - 05/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	20	Accounting R&C Receipts 07/2014 - 11/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	26	Accounting R&C Receipts 12/2014 - 04/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	23	Accounting R&C Receipts PFC/CFC Monthly FY2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	2	Accounting Tracking & Reporting & Past Due Tenants 06/2012 - 12/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	2	AND-ATT A/P Vendor 05613 - 07019	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	3	ATT-BUR A/P Vendor 07021-14099	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	4	BUR-CIT A/P Vendor 14360 - 20550	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	5	CFT-EMR A/P Vendor 20581 - 33455	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	15	Check Run Reports 04/2015 - 06/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	7	Check Run Reports 07/2014 - 10/2014	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	12	Check Run Reports 11/2014 - 03/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	7	GSM-LAD A/P Vendor 40880 - 53150	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	8	LOS-MES A/P Vendor 53155 - 59330	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	9	MIC-MIC A/P Vendor 59375 - 66957	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	42	Parking Audit Jun 1 - Aug 2015, 2010 Accounting Notes	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	10	PET-SMA A/P Vendor 66995 - 80000	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	11	SMA-STU A/P Vendor 80025 - 86360	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	12	STV-TBI A/P Vendor 86365-87435	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	23	TBI Labor Distribution Jul 2013-Jun 2015 FY 2014 & 2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	31	TBIAM MG FY 2015 (1 of 1)	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	13	The-URR A/P Vendor 87447 - URR	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	25	Time Cards 03/201313 - 03/2015	Accounting	AU+7	2022	Obsolete
2015	Hangar 35	21	Time Cards 04/2015 - 11/6/2016	Accounting	AU+7	2022	Obsolete
2010-2015	Hangar 35		Old BIs FY2010 - FY2015	Accounting	AU+7	2022	Obsolete
2016	Hangar 35	25	A/P Vendor 00004-04810 FY 2017	Accounting	AU+7	2022	Obsolete
2016	Hangar 35	8	A/R Accounting Daily C/C 06/2015 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	12	A/R Accounting Daily Recon 10/2016 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	28	A/R Accounting Daily Rent & Concessions Payments 07/2015 - 12/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	9	A/R Accounting FY2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	24	A/R Accounting Monthly AccPac Reports 03/2016 - 06/2016	Accounting	AU+7	2023	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2016	Hangar 35	23	A/R Accounting Monthly AccPac Reports 11/2015 - 02/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	30	A/R Accounting Monthly AccPac Reports PFC/CFC 07/2015 - 10/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	A/R Accounting Monthly Report 03/2016 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	22	A/R Accounting Monthly Revenue Report FY2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	25	A/R Accounting Parking Cash Receipts 07/2015 - 11/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	7	A/R Accounting Parking Cash Receipts 12/2015 - 06/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	19	Accounting A/R Revenues Parking Aug 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	31	Accounting A/R Revenues Parking Aug 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	39	Accounting A/R Revenues Parking Aug 13 - 22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	36	Accounting A/R Revenues Parking Dec 1 - 11, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	9	Accounting A/R Revenues Parking Dec 12 - 22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	8	Accounting A/R Revenues Parking Dec 23 - 31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	37	Accounting A/R Revenues Parking Feb 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	21	Accounting A/R Revenues Parking Feb 13 - 23, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	Accounting A/R Revenues Parking Feb 24 - 29, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	24	Accounting A/R Revenues Parking Jan 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	13	Accounting A/R Revenues Parking Jan 14- 24, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	11	Accounting A/R Revenues Parking Jan 25 - 31, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	22	Accounting A/R Revenues Parking Jul 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	45	Accounting A/R Revenues Parking Jul 13 - 22, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	27	Accounting A/R Revenues Parking Jul 23 - 31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	7	Accounting A/R Revenues Parking Mar 1 - 12, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	35	Accounting A/R Revenues Parking Mar 12 - 22, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	32	Accounting A/R Revenues Parking Mar 23 - 30, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	5	Accounting A/R Revenues Parking May 1 - 11, 2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	28	Accounting A/R Revenues Parking Nov 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	44	Accounting A/R Revenues Parking Nov 22 - 30, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	14	Accounting A/R Revenues Parking Oct 1 - 12, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	16	Accounting A/R Revenues Parking Oct 23 - 31, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	30	Accounting A/R Revenues Parking Sep 1 - 10, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	17	Accounting A/R Revenues Parking Sep 11 - 20, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	12	Accounting A/R Revenues Parking Sep 21 - 30, 2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	17	AP Vendor # 04815 - 07019	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	15	AP Vendor # 07021 - 17570	Accounting	AU+7	2023	Obsolete

Retention Log

Financial Services Department

Attachment 1

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2016	Hangar 35	20	AP Vendor # 17571 - 23479	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	1	AP Vendor # 23950 - 34922	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	2	AP Vendor # 34930 - 41990	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	3	AP Vendor # 42800 - 53450	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	18	AP Vendor # 53155 - 61400	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	4	AP Vendor # 61540 - 70673	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	21	AP Vendor # 72295 - 80355	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	16	AP Vendor # 80360 - 86365	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	19	AP Vendor # 86400 - 88319	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	5	AP Vendor # 88320 - VPR	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	6	ENG-Grand 33600 - 40650 A/P Vendor	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	33	TBIAM MG FY 2016 (1 of 1)	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	11	Weekly Check Run Docs 07/2015 - 10/2015	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	13	Weekly Check Run Docs 07/2016 - 10/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	10	Weekly Check Run Docs 11/2015 - 03/2016	Accounting	AU+7	2023	Obsolete
2016	Hangar 35	14	Weekly Check Run Reports FY2016	Accounting	AU+7	2023	Obsolete
2014-2016	Hangar 35		Cash Drops Parking Revenue	Accounting	AU+7	2023	Obsolete
2012-2016	Hangar 35		Landing Fees - Concession - Shuttle	Accounting	AU+7	2023	Obsolete
2017	Hangar 35	30	A/P Vendor 04810-97355 FY 2014, FY 2015, FY 2016	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	26	A/P Vendor 04816-12995 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	18	A/P Vendor 13000-20580 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	36	A/P Vendor 20581-33831 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	3	A/P Vendor 33939-40627 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	27	A/P Vendor 40632-53151 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	13	A/P Vendor 53150-59330 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	24	A/P Vendor 59375-69593 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	35	A/P Vendor 69601-79977 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	2	A/P Vendor 80000-86590 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	17	A/P Vendor 86615-92078 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	14	A/P Vendor 92100 VPR FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	15	Accounting A/R AccPac Billing Rpts Jan-Jun 2017, Credit Card Rpts Jul-Dec 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	19	Accounting A/R Billing Empl. FYE June 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	6	Accounting A/R Credit Card Rpts Jan-Jun 2017, Daily Parking Revenue Jul-Oct 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	10	Accounting A/R Daily Parking Nov 2016-Jun 2017	Accounting	AU+7	2024	Obsolete

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Financial Services Department

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2017	Hangar 35	5	Accounting A/R July 2016-Feb 2017 Rents & Concession Receipts	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	11	Accounting A/R July 2016-Jun 2017 Billing Rpts + Rents & Concession Backup	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	21	Accounting A/R Landing Reports FY 7/2011-FY 7/2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	7	Accounting A/R Mar 2017-Jun 2017 Rents & Concession Receipts, Billing Rpts	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	4	Accounting A/R ME CFC/PFC July 2016-Nov 2016	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	9	Accounting A/R ME CFC/PFC Rpts Dec 2016-Apr 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	8	Accounting A/R ME CFC/PFC Rpts May 2017-Jun 2017, AccPac Billing Rpts Jul	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	1	Accts Payable 00005-04810 FY 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	20	TBI Labor Distribution Jul 2015-Jun 2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	28	TBIAM MG FY 2017 (1 of 2)	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	29	TBIAM MG FY 2017 (2 of 2)	Accounting	AU+7	2024	Obsolete
2017	Hangar 35	12	Weekly Check Run Rpts Nov 2016-Feb 2017	Accounting	AU+7	2024	Obsolete
2016-2017	Hangar 35		5855 Misc. Paperwork New Zoom Annual Audit FY 2016-2017	Accounting	AU+7	2024	Obsolete
2013 -2017	Hangar 35		Rental Car Annual Review 2013-2017	Accounting	AU+7	2024	Obsolete
2017	Hangar 35		Rental Car Annual Review 2017	Accounting	AU+7	2024	Obsolete



Records Destruction Authorization Form

Department: Operations Date of Inventory: April 18, 2025

Submitted by: Thomas Henderson

☐ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: Thomas J. Henderson Date: June 5, 2025

Print Name: Thomas J. Henderson Title: Director, Operations

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence Boga Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

Retention Log Operations Department

Attachment 2

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Old EOC	6	9. Inspection - Airfield and Runway	Operations	5 years	2013	Obsolete
2007-2008	Old EOC	10	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007 - 2008	Old EOC	6	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007-2010	Old EOC	10	19. Reports - Airport Operational (Administrative)	Operations	5 years	2013	Obsolete
2007	Old EOC	6	9. Inspection - Airfield and Runway	Operations	7 years	2014	Obsolete
2013-2014	Old EOC	3	25. Training Records	Operations	7 years	2021	Obsolete
2014-2015	Old EOC	5	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2014-2015	Old EOC	7	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2015	Old EOC	8	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2014-2015	Old EOC	9	9. Inspection - Airfield and Runway	Operations	7 years	2022	Obsolete
2017	Old EOC	4	9. Inspection - Airfield and Runway	Operations	7 years	2024	Obsolete
2016-2017	Old EOC	2	9. Inspection - Airfield and Runway	Operations	7 years	2024	Obsolete
2018	Old EOC	1	9. Inspection - Airfield and Runway	Operations	7 years	2025	Obsolete



Records Destruction Authorization Form

Department: Police Department Date of Inventory: 4/22/2025
 Submitted by: Cmdr. Allen M. Schmitt

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 06/05/2025

Print Name: EDWARD. B. SKVARNA

Title: Chief of Police

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: [Signature]

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1993	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2004	Obsolete
1994	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2005	Obsolete
1995	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2006	Obsolete
1996	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2007	Obsolete
1996	Hangar 35	39	Time Cards	APD	Close of Audit plus 7 Years	2005	Obsolete
1997	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2008	Obsolete
1997	Hangar 35	39	Time Cards	APD	Close of Audit plus 7 Years	2006	Obsolete
1998	Hangar 35	33	Applications Non Hires	APD	3 Years	2002	Obsolete
1998	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2009	Obsolete
1998	Hangar 35	26	Police Officer Logs	APD	5 Years	2004	Obsolete
1998	Hangar 35	44	Police Officer Logs	APD	5 Years	2004	Obsolete
1999	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2010	Obsolete
1999	Hangar 35	27	Police Officer Logs	APD	5 Years	2005	Obsolete
1999	Hangar 35	32	Police Officer Logs	APD	5 Years	2005	Obsolete
2000	Hangar 35	43	Personnel Records	APD	Term plus 10 Years	2011	Obsolete
2000	Hangar 35	25	Police Officer Logs	APD	5 Years	2006	Obsolete
2001	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2007	Obsolete
2001	Hangar 35	5	Personnel Records	APD	Term plus 10 Years	2012	Obsolete
2001	Hangar 35	28	Police Reports	APD	4 Years	2006	Obsolete
2002	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2008	Obsolete
2002	Hangar 35	17	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	18	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	34	Applications Non Hires	APD	3 Years	2006	Obsolete
2002	Hangar 35	72	Correspondance	APD	4 Years	2007	Obsolete
2002	Hangar 35	37	Lost & Found Logs	APD	3 Years	2006	Obsolete
2002	Hangar 35	5	Personnel Records	APD	Term plus 10 Years	2013	Obsolete
2002	Hangar 35	29	Police Reports	APD	4 Years	2007	Obsolete
2002	Hangar 35	30	Police Reports	APD	4 Years	2007	Obsolete
2003	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2009	Obsolete
2003	Hangar 35	9	Applications Non Hires	APD	3 Years	2007	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2003	Hangar 35	12	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	17	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	18	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	36	Applications Non Hires	APD	3 Years	2007	Obsolete
2003	Hangar 35	72	Correspondance	APD	4 Years	2008	Obsolete
2003	Hangar 35	4	Personnel Records	APD	Term plus 10 Years	2014	Obsolete
2003	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2014	Obsolete
2003	Hangar 35	24	Police Officer Logs	APD	5 Years	2009	Obsolete
2003	Hangar 35	23	Police Reports	APD	4 Years	2008	Obsolete
2004	Hangar 35	2	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	3	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	6	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2010	Obsolete
2004	Hangar 35	9	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	17	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	18	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	36	Applications Non Hires	APD	3 Years	2008	Obsolete
2004	Hangar 35	72	Correspondance	APD	4 Years	2009	Obsolete
2004	Hangar 35	19	Police Officer Logs	APD	5 Years	2010	Obsolete
2004	Hangar 35	41	Police Officer Logs	APD	5 Years	2010	Obsolete
2004	Hangar 35	20	Police Reports	APD	4 Years	2009	Obsolete
2004	Hangar 35	22	Police Reports	APD	4 Years	2009	Obsolete
2004	Hangar 35	34	Police Reports	APD	4 Years	2009	Obsolete
2005	Hangar 35	59	Administrative/Internal Affairs	APD	Closed plus 5	2011	Obsolete
2005	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2011	Obsolete
2005	Hangar 35	9	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	11	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	74	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	76	Applications Non Hires	APD	3 Years	2009	Obsolete
2005	Hangar 35	7	Police Officer Logs	APD	5 Years	2011	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2005	Hangar 35	21	Police Reports	APD	4 Years	2010	Obsolete
2005	Hangar 35	77	Police Reports	APD	4 Years	2010	Obsolete
2006	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2012	Obsolete
2006	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2012	Obsolete
2006	Hangar 35	74	Applications Non Hires	APD	3 Years	2010	Obsolete
2006	Hangar 35	76	Applications Non Hires	APD	3 Years	2010	Obsolete
2006	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2017	Obsolete
2006	Hangar 35	8	Police Officer Logs	APD	5 Years	2012	Obsolete
2006	Hangar 35	16	Police Officer Logs	APD	5 Years	2012	Obsolete
2006	Hangar 35	15	Police Reports	APD	4 Years	2011	Obsolete
2007	Hangar 35	65	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2013	Obsolete
2007	Hangar 35	74	Applications Non Hires	APD	3 Years	2011	Obsolete
2007	Hangar 35	76	Applications Non Hires	APD	3 Years	2011	Obsolete
2007	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2018	Obsolete
2007	Hangar 35	35	Police Officer Logs	APD	5 Years	2013	Obsolete
2007	Hangar 35	13	Police Reports	APD	4 Years	2012	Obsolete
2008	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2014	Obsolete
2008	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2014	Obsolete
2008	Hangar 35	74	Applications Non Hires	APD	3 Years	2012	Obsolete
2008	Hangar 35	76	Applications Non Hires	APD	3 Years	2012	Obsolete
2008	Hangar 35	31	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	71	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	77	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	86	Police Officer Logs	APD	5 Years	2014	Obsolete
2008	Hangar 35	38	Police Reports	APD	4 Years	2013	Obsolete
2009	Hangar 35	73	Administrative/Internal Affairs	APD	Closed plus 5	2015	Obsolete
2009	Hangar 35	74	Administrative/Internal Affairs	APD	Closed plus 5	2015	Obsolete
2009	Hangar 35	74	Applications Non Hires	APD	3 Years	2013	Obsolete
2009	Hangar 35	75	Applications Non Hires	APD	3 Years	2013	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	76	Applications Non Hires	APD	3 Years	2013	Obsolete
2009	Hangar 35	14	Personnel Records	APD	Term plus 10 Years	2020	Obsolete
2009	Hangar 35	8	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	31	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	86	Police Officer Logs	APD	5 Years	2015	Obsolete
2009	Hangar 35	8	Police Reports	APD	4 Years	2014	Obsolete
2009	Hangar 35	38	Police Reports	APD	4 Years	2014	Obsolete
2009	Hangar 35	65	Police Reports	APD	4 Years	2014	Obsolete
2010	Hangar 35	74	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	75	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	76	Applications Non Hires	APD	3 Years	2014	Obsolete
2010	Hangar 35	61	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	67	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	69	Correspondance	APD	4 Years	2015	Obsolete
2010	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2021	Obsolete
2010	Hangar 35	51	Police Officer Logs	APD	5 Years	2016	Obsolete
2010	Hangar 35	22	Police Reports	APD	4 Years	2015	Obsolete
2010	Hangar 35	63	Police Reports	APD	4 Years	2015	Obsolete
2011	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2017	Obsolete
2011	Hangar 35	74	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	75	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	76	Applications Non Hires	APD	3 Years	2015	Obsolete
2011	Hangar 35	61	Correspondance	APD	4 Years	2016	Obsolete
2011	Hangar 35	69	Correspondance	APD	4 Years	2016	Obsolete
2011	Hangar 35	1	Police Officer Logs	APD	5 Years	2017	Obsolete
2011	Hangar 35	62	Police Officer Logs	APD	5 Years	2017	Obsolete
2011	Hangar 35	42	Police Reports	APD	4 Years	2016	Obsolete
2012	Hangar 35	48	Administrative/Internal Affairs	APD	Closed plus 5	2018	Obsolete
2012	Hangar 35	67	Administrative/Internal Affairs	APD	Closed plus 5	2018	Obsolete
2012	Hangar 35	74	Applications Non Hires	APD	3 Years	2016	Obsolete
2012	Hangar 35	75	Applications Non Hires	APD	3 Years	2016	Obsolete

Retention Log Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	76	Applications Non Hires	APD	3 Years	2016	Obsolete
2012	Hangar 35	61	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	67	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	69	Correspondance	APD	4 Years	2017	Obsolete
2012	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2023	Obsolete
2012	Hangar 35	1	Police Officer Logs	APD	5 Years	2018	Obsolete
2012	Hangar 35	10	Police Reports	APD	4 Years	2017	Obsolete
2013	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2019	Obsolete
2013	Hangar 35	60	Applications Non Hires	APD	3 Years	2017	Obsolete
2013	Hangar 35	74	Applications Non Hires	APD	3 Years	2017	Obsolete
2013	Hangar 35	61	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	67	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	69	Correspondance	APD	4 Years	2018	Obsolete
2013	Hangar 35	33	Personnel Records	APD	Term plus 10 Years	2024	Obsolete
2013	Hangar 35	46	Personnel Records	APD	Term plus 10 Years	2024	Obsolete
2013	Hangar 35	67	Police Officer Logs	APD	5 Years	2019	Obsolete
2013	Hangar 35	66	Police Reports	APD	4 Years	2018	Obsolete
2013	Hangar 35	68	Police Reports	APD	4 Years	2018	Obsolete
2013	Hangar 35	68	Police Reports	APD	4 Years	2018	Obsolete
2014	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2020	Obsolete
2014	Hangar 35	60	Applications Non Hires	APD	3 Years	2018	Obsolete
2014	Hangar 35	61	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	69	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	70	Correspondance	APD	4 Years	2019	Obsolete
2014	Hangar 35	49	Police Officer Logs	APD	5 Years	2020	Obsolete
2014	Hangar 35	50	Police Officer Logs	APD	5 Years	2020	Obsolete
2014	Hangar 35	14	Police Reports	APD	4 Years	2019	Obsolete
2014	Hangar 35	40	Police Reports	APD	4 Years	2019	Obsolete
2014	Hangar 35	70	Police Reports	APD	4 Years	2019	Obsolete
2015	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2021	Obsolete
2015	Hangar 35	60	Applications Non Hires	APD	3 Years	2019	Obsolete

Retention Log

Police/Public Safety Department

Attachment 3

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015	Hangar 35	61	Correspondance	APD	4 Years	2020	Obsolete
2015	Hangar 35	70	Correspondance	APD	4 Years	2020	Obsolete
2015	Hangar 35	70	Police Reports	APD	4 Years	2020	Obsolete
2016	Hangar 35	47	Administrative/Internal Affairs	APD	Closed plus 5	2022	Obsolete
2016	Hangar 35	60	Applications Non Hires	APD	3 Years	2020	Obsolete
2016	Hangar 35	61	Correspondance	APD	4 Years	2021	Obsolete
2016	Hangar 35	55	Police Officer Logs	APD	5 Years	2022	Obsolete
2016	Hangar 35	56	Police Officer Logs	APD	5 Years	2022	Obsolete
2016	Hangar 35	54	Police Reports	APD	4 Years	2021	Obsolete
2017	Hangar 35	60	Applications Non Hires	APD	3 Years	2021	Obsolete
2017	Hangar 35	61	Correspondance	APD	4 Years	2022	Obsolete
2017	Hangar 35	83	Police Officer Logs	APD	5 Years	2023	Obsolete
2017	Hangar 35	85	Police Officer Logs	APD	5 Years	2023	Obsolete
2017	Hangar 35	82	Police Reports	APD	4 Years	2022	Obsolete
2018	Hangar 35	60	Applications Non Hires	APD	3 Years	2022	Obsolete
2018	Hangar 35	61	Correspondance	APD	4 Years	2023	Obsolete
2018	Hangar 35	64	Police Officer Logs	APD	5 Years	2024	Obsolete
2018	Hangar 35	65	Police Officer Logs	APD	5 Years	2024	Obsolete
2018	Hangar 35	45	Police Reports	APD	4 Years	2023	Obsolete
2019	Hangar 35	61	Correspondance	APD	4 Years	2024	Obsolete
2019	Hangar 35	52	Police Officer Logs	APD	5 Years	2025	Obsolete
2019	Hangar 35	53	Police Officer Logs	APD	5 Years	2025	Obsolete
2019	Hangar 35	57	Police Reports	APD	4 Years	2024	Obsolete
2019	Hangar 35	58	Police Reports	APD	4 Years	2024	Obsolete
2020	Hangar 35	57	Police Reports	APD	4 Years	2025	Obsolete
N/A	Hangar 35	78	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	79	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	80	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	81	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete
N/A	Hangar 35	84	Miscellaneous Law Enforcement Manuals	APD	Not Applicable	NONE	Obsolete



Records Destruction Authorization Form

Department: Parking

Date of Inventory: 2007 - 2013

Submitted by: Armen Avoyan

☐ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 6/26/25

Print Name: Scott Kimball

Title: Deputy Executive Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence Boga

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____ Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager _____ Date: _____

**Retention Log
Parking Department**

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Hangar 35	-	Cashier and Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Cashier and Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Daily Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Daily Revenue Reports	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Employee Performance	Parking	AU+7	2011	Obsolete
2007	Hangar 35	-	Misc. Admin.	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Misc. Admin.	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Misc. Reports	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Payroll	Parking	AU+7	2011	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2014	Obsolete
2007	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2011	Obsolete
2007	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2011	Obsolete
2008	Hangar 35	-	Cashier Reports	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Close-Out Reports	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Daily Revenue Reports - MISC	Parking	AU+7	2015	Obsolete
2008	Hangar 35	-	Employee Applications	Parking	AU+7	2012	Obsolete

Attachment 4

Attachment 4

Attachment 4

Attachment 4

Retention Log Parking Department

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2008	Hangar 35	-	Tickets and Credit Card Slips	Parking	AU+4	2012	Obsolete
2009	Hangar 35	67	Applications	Parking	AU+7	2013	Obsolete
2009	Hangar 35	-	Bank Deposit Slips	Parking	AU+7	2016	Obsolete
2009	Hangar 35	44	Car Wash	Parking	AU+7	2016	Obsolete
2009	Hangar 35	201	Car Wash	Parking	AU+7	2016	Obsolete
2009	Hangar 35	-	Cash Collection	Parking	AU+7	2016	Obsolete
2009	Hangar 35	272	Cash Collection - Employee Keycards	Parking	AU+7	2016	Obsolete
2009	Hangar 35	105	Cashier Revenue Reports	Parking	AU+7	2016	Obsolete
2009	Hangar 35	1	Daily Revenue Reports	Parking	AU+7	2016	Obsolete
2009	Hangar 35	9	Employee DMV Records	Parking	AU+7	2013	Obsolete
2009	Hangar 35	10	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	11	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	43	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	21	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	-	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	9	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	54	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	32	LPI	Parking	AU+2	2011	Obsolete
2009	Hangar 35	274	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	35	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	6	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	98	Misc - Admin	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Payroll	Parking	AU+7	2013	Obsolete
2009	Hangar 35	278	Payroll	Parking	AU+7	2013	Obsolete
2009	Hangar 35	57	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete

Retention Log Parking Department

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	25	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	80	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	64	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	53	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	93	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	23	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	3	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	78	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	15	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	95	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	94	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	49	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	104	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	77	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	87	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	24	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	-	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	117	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	106	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	96	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	62	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	107	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	60	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	89	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	22	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	56	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	88	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	55	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	79	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	14	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	48	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	114	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	63	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	13	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	126	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	93	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	127	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	51	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	58	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	59	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	2	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	4	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	116	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	115	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	50	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	125	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	1	Revenue Parking Audit Report	Parking	AU+7	2016	Obsolete
2009	Hangar 35	97	Self-Park Tickets	Parking	AU+4	2013	Obsolete
2009	Hangar 35	37	Tickets	Parking	AU+4	2013	Obsolete
2009	Hangar 35	71	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	39	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	29	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	131	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	16	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	28	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	20	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	73	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	65	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	34	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	33	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	130	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	170	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	7	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	66	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	81	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	23	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	17	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	84	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	83	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	26	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	5	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	82	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	64	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	18	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	169	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	72	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	38	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	132	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	99	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	12	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	118	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	111	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	67	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	110	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	100	Tickets and Credit Card Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Tickets and Reports	Parking	AU+4	2013	Obsolete
2009	Hangar 35	113	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	52	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	102	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	134	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	123	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	112	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	86	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2009	Hangar 35	68	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	69	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	122	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	30	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	31	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	41	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	101	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	133	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	19	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	36	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	90	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	42	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	75	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	9	Valet Tickets and CC Slips	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #203	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #83	Parking	AU+4	2013	Obsolete
2009	Hangar 35	-	Vehicle Logs - #99	Parking	AU+4	2013	Obsolete
2009	Hangar 35	47	Voided Tickets	Parking	AU+7	2016	Obsolete
2010	Hangar 35	357	Cash collection - Employee Keycards	Parking	AU+7	2017	Obsolete
2010	Hangar 35	163	Tickets and Credit Card Slips	Parking	AU+4	2014	Obsolete
2010	Hangar 35	###	Valet Tickets - 2010	Parking	AU+4	2014	Obsolete
2011	Hangar 35	42	Misc. Parking 2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	401	Parking Audits Daily Revenue Reports - 10/25 - 31/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	420	Parking Audits Daily Revenue Reports - 12/1 - 8/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/17 - 24/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	423	Parking Audits Daily Revenue Reports - 12/25 - 31/2011	Parking	AU+7	2019	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/9 - 16/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/25 - 31/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/17 - 24/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/1 - 7/2011	Parking	AU+7	2018	Obsolete
2011	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/23 - 30/2011	Parking	AU+7	2018	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2011	Hangar 35	-	Self Park Tickets - 1/1 - 20/2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	415	Self Park Tickets - 12/10 - 17/2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	###	Valet Tickets - 2010 - 2011	Parking	AU+4	2015	Obsolete
2011	Hangar 35	###	Valet Tickets- March 2011	Parking	AU+4	2015	Obsolete
2012	Hangar 35	451	Self Park Tickets - 3/11 - 20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Car Wash Tickets - 2/11 - 6/29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Invoices - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	169	LPI - April 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - December 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - January 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	497	LPI - July/August 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	450	LPI - March 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - May/June 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	LPI - November/December 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	511	LPI - September/October 2012	Parking	AU+2	2014	Obsolete
2012	Hangar 35	-	Misc. Parking - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	Bur-8	Misc. Parking - 2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	448	Parking Audits Daily Revenue Report - 2/23 - 29/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 1/17 - 21/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	439	Parking Audits Daily Revenue Reports - 1/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 1/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	514	Parking Audits Daily Revenue Reports - 10/20 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	516	Parking Audits Daily Revenue Reports - 11/11 - 20/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	517	Parking Audits Daily Revenue Reports - 11/21 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 - 21/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 - 10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	520	Parking Audits Daily Revenue Reports - 12/22 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	445	Parking Audits Daily Revenue Reports - 2/1 - 7/12	Parking	AU+7	2019	Obsolete
2012	Hangar 35	447	Parking Audits Daily Revenue Reports - 2/15 - 22/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	420	Parking Audits Daily Revenue Reports - 2/23 - 29/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 2/8 - 14/2012	Parking	AU+7	2019	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/17 - 24/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	558	Parking Audits Daily Revenue Reports - 3/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	556	Parking Audits Daily Revenue Reports - 3/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 4/16 - 23/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 4/24 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	475	Parking Audits Daily Revenue Reports - 5/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	478	Parking Audits Daily Revenue Reports - 5/24 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	476	Parking Audits Daily Revenue Reports - 5/9 - 15/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 - 7/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 - 7/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/23 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/18 - 25/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	492	Parking Audits Daily Revenue Reports - 7/26 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/9 - 17/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/1 - 8/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	495	Parking Audits Daily Revenue Reports - 8/17 - 24/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 8/25 - 31/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/11 - 20/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	505	Parking Audits Daily Revenue Reports - 9/21 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports - Misc. 1/2012 - 1	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports 10/1 - 10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	513	Parking Audits Daily Revenue Reports 10/10 - 19/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports -3/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	466	Parking Audits Daily Revenue Reports 4/9 - 15/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports 6/15 - 22/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	-	Parking Audits Daily Revenue Reports- 6/23 - 30/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	494	Parking Audits Daily Revenue Reports 8/9 - 16/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	503	Parking Audits Daily Revenue Reports 9/1 - 10/2012	Parking	AU+7	2019	Obsolete
2012	Hangar 35	436	Parking Audits Daily Revenue Reports 1/1 - 8/2012	Parking	AU+7	2019	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	682	PT - 70 - Parking - 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	684	PT - 70 - Parking -February, March, April, May 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	724	PT 70 - Parking - September/October 2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	425	Self Park Tickets - 1/1 - 7/2011	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 1/17 - 24/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	428	Self Park Tickets - 1/25 - 31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	426	Self Park Tickets - 1/9 - 16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	521	Self Park Tickets - 10/28 - 11/16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	500	Self Park Tickets - 10/9 - 27/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	522	Self Park Tickets - 11/11 - 12/6/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	523	Self Park Tickets - 12/7 - 26/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	440	Self Park Tickets - 2/1 - 10/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	441	Self Park Tickets - 2/11 - 20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	431	Self Park Tickets - 2/20 - 29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 3/1 - 10/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 3/21 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	461	Self Park Tickets - 4/11 - 20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	462	Self Park Tickets - 4/21 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 5/12 - 5/29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	473	Self Park Tickets - 5/30 - 6/17/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 6/18 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Self Park Tickets - 7/7 - 21/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	498	Self Park Tickets - 8/29 - 9/16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	499	Self Park Tickets - 9/17 - 10/12/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	429	Valet Tickets - 1/1 - 16/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	430	Valet Tickets - 1/17 - 31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	527	Valet Tickets - 10/20 - 11/13/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	528	Valet Tickets - 11/24 - 12/31/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	444	Valet Tickets - 2/18 - 29/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	442	Valet Tickets - 3/1 - 3/19/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	454	Valet Tickets - 3/20 - 3/31/2012	Parking	AU+4	2016	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2012	Hangar 35	463	Valet Tickets - 4/1 - 18/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	484	Valet Tickets - 4/9 - 30/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	475	Valet Tickets - 5/18 - 6/20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 5/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 6/21 - 7/22/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	484	Valet Tickets - 7/23 - 8/2/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	-	Valet Tickets - 7/23 - 8/20/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	501	Valet Tickets - 8/21 - 9/18/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	502	Valet Tickets - 9/19 - 10/19/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	443	Valet Tickets 2/1 - 17/2012	Parking	AU+4	2016	Obsolete
2012	Hangar 35	735	Void Tickets - 2012	Parking	AU+4	2016	Obsolete
2013	Hangar 35	733	Car Wash Tickets - 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Carwash Tickets - January - December 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	LPI - August 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	611	LPI - December 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - February 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - January 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	734	LPI - July 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - March & April 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	555	LPI - May/June 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	581	LPI - November 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	-	LPI - October 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	610	LPI - September 2013	Parking	AU+2	2015	Obsolete
2013	Hangar 35	563	Parking Audits Daily Revenue Report - 10/27 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	512	Parking Audits Daily Revenue Reports - 1/1 - 11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	561	Parking Audits Daily Revenue Reports - 1/10 - 18/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 10/19 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	562	Parking Audits Daily Revenue Reports - 10/19 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	564	Parking Audits Daily Revenue Reports - 11/1 - 11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 11/12 - 20/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 12/1 - 10/2013	Parking	AU+7	2020	Obsolete

Retention Log Parking Department

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	584	Parking Audits Daily Revenue Reports - 12/21 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	515	Parking Audits Daily Revenue Reports - 2/1 - 11/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	516	Parking Audits Daily Revenue Reports - 2/12 - 20/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	517	Parking Audits Daily Revenue Reports - 2/21 - 3/3/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/14 - 22/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 3/22 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	518	Parking Audits Daily Revenue Reports - 3/4 - 13/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	521	Parking Audits Daily Revenue Reports - 4/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	522	Parking Audits Daily Revenue Reports - 4/11 - 21/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	523	Parking Audits Daily Revenue Reports - 4/22 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/1 - 9/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/10 - 17/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/16 - 23/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	537	Parking Audits Daily Revenue Reports - 5/17 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	536	Parking Audits Daily Revenue Reports - 5/18 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 5/22/21013 & 7	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/11 - 19/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 6/20 - 26/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	541	Parking Audits Daily Revenue Reports - 6/27 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	542	Parking Audits Daily Revenue Reports - 7/1 - 9/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 7/10 - 18/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	549	Parking Audits Daily Revenue Reports - 8/26 - 31/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	-	Parking Audits Daily Revenue Reports - 9/1 - 10/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	558	Parking Audits Daily Revenue Reports - 9/11 - 19/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	559	Parking Audits Daily Revenue Reports - 9/20 - 30/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	547	Parking Audits Daily Revenue Reports - 8/9 - 16/2013	Parking	AU+7	2020	Obsolete
2013	Hangar 35	725	PT - 70 - Parking - April & August 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	706	PT - 70 - Parking September & November 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	PT 70 - Parking - December 2012 - March 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	526	Self Park Tickets - 1/17 - 2/7/2013	Parking	AU+4	2017	Obsolete

Retention Log Parking Department

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	-	Self Park Tickets - 1/18 - 31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/14 - 24/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/25 - 11/6/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	578	Self Park Tickets - 11/7 - 17/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 11/8 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	595	Self Park Tickets - 12/1 - 11/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 12/12 - 12/23/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	524	Self Park Tickets - 12/27/2012 - 1/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	527	Self Park Tickets - 2/27 - 3/13/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	530	Self Park Tickets - 4/23 - 5/9/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	529	Self Park Tickets - 4/4 - 22/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 5/10 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	547-4	Self Park Tickets - 5/20 - 6/6/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 6/17 - 7/17/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	550	Self Park Tickets - 7/29 - 8/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	549	Self Park Tickets - 7/8 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 8/17 - 9/5/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 8/1 - 8/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 9/19 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	573	Self Park Tickets - 9/6 - 15/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - Misc 2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Self Park Tickets - 10/1 - 13/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	528	Self Park Tickets - 3/15 - 4/3/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Timescards - 2013	Parking	AU+7	2017	Obsolete
2013	Hangar 35	716	Timescards Box #2 - 2013	Parking	AU+7	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 1/1 - 31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 1/3 - 20/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 10/21 - 11/7/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 10/3 - 20/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	572	Valet Tickets - 11/8 - 30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 12/1 - 11/2013	Parking	AU+4	2017	Obsolete

Retention Log
Parking Department

Attachment 4

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	-	Valet Tickets - 12/1 - 25/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 12/12 -31/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	567	Valet Tickets - 12/24/2013 - 1/5/2014	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 2/8 - 2/26/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/1 - 27/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/1 - 8/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	551	Valet Tickets - 3/29 - 4/14/1013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 3/9 -28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	552	Valet Tickets - 4/25 - 5/28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 5/29 - 6/30/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	554	Valet Tickets - 7/1 - 26/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 7/27 - 8/16/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	487	Valet Tickets - 8/13 - 28/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	-	Valet Tickets - 9/11 - 10/2/2013	Parking	AU+4	2017	Obsolete
2013	Hangar 35	532	Valet Tickets 2/1 - 2/28/2013	Parking	AU+4	2017	Obsolete



Records Destruction Authorization Form

Department: Environmental Date of Inventory: 6/10/2025

Submitted by: Maggie Martinez

☐ XX Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and **do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.**

Dept. Head Signature: [Signature]

Date: 6/10/2025

Print Name: Maggie Martinez

Title: Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: [Signature]

Date: 7-3-25

Print Name: Terence Boga

Title (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: Date:

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
- ☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager Date:

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988	Hangar 35	1567	Federal Aviation Regulations	Noise & Environmental	AU+10	1998	Obsolete
1991	Hangar 35	1571	Congestion Management Program	Noise & Environmental	AU+2	1993	Obsolete
1992	Hangar 35	1567	Early Departure Notices	Noise & Environmental	AU+4	1996	Obsolete
1991-1992	Hangar 35	1567	Quarterly Noise Meetings	Noise & Environmental	AU+10	2002	Obsolete
1991-1992	Hangar 35	1573	Rideshare Budget	Noise & Environmental	AU+2	1994	Obsolete
1994	Hangar 35	43	CNG Conversion	Noise & Environmental	AU+4	1998	Obsolete
1994	Hangar 35	1572	Technical Specifications for Upgrading and Expansion of Aircraft Noise Monitoring Systems for BUR	Noise & Environmental	AU+10	2004	Obsolete
1995	Hangar 35	1571	SCAQMD Completed Surveys	Noise & Environmental	AU+4	1999	Obsolete
1995	Hangar 35	1571	SCAQMD Rule 1501.1 Registration Approval Documents	Noise & Environmental	AU+4	1999	Obsolete
1996	Hangar 35	1573	ACES (Arts II Collection and Editing System) for Noise Monitoring Technical Reference Manual	Noise & Environmental	AU+2	1998	Obsolete
1996	Hangar 35	1572	Acoustical Analysis Association	Noise & Environmental	AU+2	1998	Obsolete
1996, 1997	Hangar 35	1573	SCAQMD Check Request / Transportation Survey	Noise & Environmental	AU+4	2001	Obsolete
1997	Hangar 35	1572	The Burbank Airport Residential Acoustical Treatment Program Video Cassette	Noise & Environmental	AU+10	2007	Obsolete
1997	Hangar 35	54	Tracor User Guide	Noise & Environmental	AU+4	2001	Obsolete
1999	Hangar 35	55	Marconi Proposal for Noise Monitoring Systems & Flight Track Display	Noise & Environmental	AU+4	2003	Obsolete
1999	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2001	Obsolete
1999	Hangar 35	1572	Various Purchase Orders and Invoices	Noise & Environmental	AU+4	2003	Obsolete
2000	Hangar 35	1572	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2002	Obsolete
2001	Hangar 35	1570	BGPA Home Owner's Meeting	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	1572	City of Burbank Office of City Attorney	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	49	Recommended Security Guidelines for Airport Planning, Design, Construction	Noise & Environmental	AU+4	2005	Obsolete
2002	Hangar 35	1569	Acoustical Analysis Check on Changes in BUR Monitoring Station CNEL Values	Noise & Environmental	AU+2	2004	Obsolete
2002	Hangar 35	1570	BGPA Picnic Burbank & Sun Valley	Noise & Environmental	AU+2	2004	Obsolete

Retention Log

Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2002	Hangar 35	1572	BGPAA Noise Monitoring Systems Kiosk Proposal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	49	South Coast Ground Service Equipment Referene Manal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	1570	Tenant Safety Meetings	Noise & Environmental	AU+4	2006	Obsolete
2003	Hangar 35	56	BGPAA Field Purchasing Handbook	Noise & Environmental	AU+2	2005	Obsolete
2003	Hangar 35	1570	Schedule Charge Replies	Noise & Environmental	AU+4	2007	Obsolete
2004	Hangar 35	43	1st Annual Aviation Air Quality Conference	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	43	4th Annual Sound Insulation Symposium	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	49	Air Science Airport Management & Flight Tracking	Noise & Environmental	AU+2	2006	Obsolete
2003-2004	Hangar 35	56	Flight Event List	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	15	Lubrizol-PuriNox	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	1569	Wyle Labs (OSHA Noise Standards)	Noise & Environmental	AU+10	2014	Obsolete
2005	Hangar 35	43	Aviation Noise & Air Quality Symposium Palm Springs	Noise & Environmental	AU+2	2007	Obsolete
2005	Hangar 35	1569	BAE Systems (Change Order and Purchase Order	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	10	BUR Revenue Passengers	Noise & Environmental	AU+3	2008	Obsolete
2005	Hangar 35	1569	Quarterly Updates	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	12	Safety Meetings	Noise & Environmental	AU+4	2009	Obsolete
2005	Hangar 35	12	U.S. DOT FAA, Program Guidance Letters, Guidance Letters, Guidance for Funding Mitigation Projects for Aircraft Noise > 65 NDL	Noise & Environmental	AU+10	2015	Obsolete
2006	Hangar 35	1569	BAE Contracts	Noise & Environmental	AU+10	2016	Obsolete
2006	Hangar 35	10	Draft 5050.4B	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Authorized Work Orders	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Statement of Qualifications and Proposal Environmental Assessment, Monitoring & Remediation Programs	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Response to Request of Qualifications/Proposal on going Environmental Assessment, Monitoring and Remediation Program	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	1572	State Water Resources Control Board Accounting Office Check Request Voucher	Noise & Environmental	AU+4	2010	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2005, 2006	Hangar 35	1572	Various Invoices	Noise & Environmental	AU+4	2010	Obsolete
2007	Hangar 35	1569	DTSC Accounts Payable	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Employee Expense Reports	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Human Resources AGI Incoming	Noise & Environmental	AU+2	2009	Obsolete
2007	Hangar 35	15	RWQC B Letter NOV	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Travel Expense Forms	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Vacation Request Forms	Noise & Environmental	AU+2	2009	Obsolete
2008	Hangar 35	49	Certified SW Inspector Manual	Noise & Environmental	AU+2	2010	Obsolete
2008	Hangar 35	10	I.I.P.P.	Noise & Environmental	AU+4	2012	Obsolete
2008	Hangar 35	1569	Purchase Orders	Noise & Environmental	AU+14	2022	Obsolete
2006, 2008	Hangar 35	19	Quarterly Noise Reports	Noise & Environmental	AU+10	2018	Obsolete
2009	Hangar 35	10	Airports Compliance Handbook	Noise & Environmental	AU+2	2011	Obsolete
2009	Hangar 35	15	State Water Resources Control Board (NPDES) General Permit for Storm Water Discharges	Noise & Environmental	AU+4	2013	Obsolete
2006-2010	Hangar 35	10	A/P Capital Improvement Plan	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	10	Aerospace Recommended Practices	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	56	Emergency Phone Directory - DIR. Noise/Environmental	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	15	Voluntary Airport Law Emissions Programs (VALE)	Noise & Environmental	AU+4	2014	Obsolete
2010, 2011	Hangar 35	41	1Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	2Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	3Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2008-2011	Hangar 35	41	4Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Core Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Specialist Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	10	FY 2011 Budget	Noise & Environmental	AU+3	2014	Obsolete
2009-2011	Hangar 35	20	Quarterly Noise Reports	Noise & Environmental	AU+10	2021	Obsolete
2012	Hangar 35	3	BUR Noise 101	Noise & Environmental	AU+5	2017	Obsolete
2012	Hangar 35	10	FY 2012 Budget	Noise & Environmental	AU+3	2015	Obsolete
2008-2012	Hangar 35	38	Quarterly Noise Reports	Noise & Environmental	AU+10	2022	Obsolete
2013	Hangar 35	3	ICS 300 Student Manual	Noise & Environmental	AU+2	2015	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	16	ICS-300: Intermediate ICS for Expanding Incidents Student Manual	Noise & Environmental	AU+2	2015	Obsolete
2013	Hangar 35	41	Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2023	Obsolete
2014	Hangar 35	50	DVDs from Part 161, Miscellaneous Documents	Noise & Environmental	AU+2	2016	Obsolete
2014	Hangar 35	3	Planning and Noise Protection AD HOC Committee Meeting	Noise & Environmental	AU+4	2018	Obsolete
2012-2014	Hangar 35	21	Quarterly Noise Reports	Noise & Environmental	AU+10	2024	Obsolete
2011-2015	Hangar 35	1568	1Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	2Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	3Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	4Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2015	Hangar 35	10	Administration (Contracts)	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	1572	Bruel & Kjaer Technical Documentation for Monitor #1	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	1572	BUR Revenue Passengers	Noise & Environmental	AU+3	2018	Obsolete
2015	Hangar 35	1569	City Council	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	10	Environmental Management + System Background	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	43	Noise Monitoring System	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	3	Purchasing Policies and Procedures	Noise & Environmental	AU+4	2019	Obsolete
2008-2015	Hangar 35	39	Southwest Schedule Changes	Noise & Environmental	AU+4	2019	Obsolete
2016	Hangar 35	10	FY 2016 Budget	Noise & Environmental	AU+3	2019	Obsolete
2016	Hangar 35	12	Transcript of Proceedings	Noise & Environmental	AU+4	2020	Obsolete
2017	Hangar 35	18	ACRP Research Report 174 2 copies green stormwater infrastructure Vol.1: Primer	Noise & Environmental	AU+2	2019	Obsolete
2007-2017	Hangar 35	39	Schedule Changes	Noise & Environmental	AU+4	2021	Obsolete
2019	Hangar 35	18	ACRP Research Report 208 Airport Cooperative Research Program Benefit-Cost Analyses Guidebook for Airport Stormwater	Noise & Environmental	AU+2	2021	Obsolete
2019-2020	Hangar 35	18	ACI-NA Membership Directory Facts about Airports	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	56	Aircraft Characteristics (7th edition)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	1570	Aircraft Types / Flight Strips	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	Allen, Sid (Contract)	Noise & Environmental	AU+4	2024	Obsolete

Retention Log

Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2020	Hangar 35	43	BUS Conversion	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	13	City FTA Grants	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	Conferences	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	54	Environmental Operations Info	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	10	FEMA	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	General Information	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	NFTMS	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	10	Noise Department BUDGET	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	15	Noise Planning A/C	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1567	Other Airport Noise Rules (John Wayne, Sacramento, Seattle, San Jose)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	12	Sample Part 150 Study RFP	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	55	Tracor Contracts	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	55	Tracor Flight Tracking	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	47	Various CDs/DVDs (Department related, Part 150, blanks)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	921	Various Invoices	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	Various Purchase Orders, Change Orders, and Invoices	Noise & Environmental	AU+4	2024	Obsolete
2021	Hangar 35	10	Airport Noise on Housing Values	Noise & Environmental	AU+2	2023	Obsolete
2021	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2023	Obsolete

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Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988	Hangar 35	1567	Federal Aviation Regulations	Noise & Environmental	AU+10	1998	Obsolete
1991	Hangar 35	1571	Congestion Management Program	Noise & Environmental	AU+2	1993	Obsolete
1992	Hangar 35	1567	Early Departure Notices	Noise & Environmental	AU+4	1996	Obsolete
1991-1992	Hangar 35	1567	Quarterly Noise Meetings	Noise & Environmental	AU+10	2002	Obsolete
1991-1992	Hangar 35	1573	Rideshare Budget	Noise & Environmental	AU+2	1994	Obsolete
1994	Hangar 35	43	CNG Conversion	Noise & Environmental	AU+4	1998	Obsolete
1994	Hangar 35	1572	Technical Specifications for Upgrading and Expansion of Aircraft Noise Monitoring Systems for BUR	Noise & Environmental	AU+10	2004	Obsolete
1995	Hangar 35	1571	SCAQMD Completed Surveys	Noise & Environmental	AU+4	1999	Obsolete
1995	Hangar 35	1571	SCAQMD Rule 1501.1 Registration Approval Documents	Noise & Environmental	AU+4	1999	Obsolete
1996	Hangar 35	1573	ACES (Arts II Collection and Editing System) for Noise Monitoring Technical Reference Manual	Noise & Environmental	AU+2	1998	Obsolete
1996	Hangar 35	1572	Acoustical Analysis Association	Noise & Environmental	AU+2	1998	Obsolete
1996, 1997	Hangar 35	1573	SCAQMD Check Request / Transportation Survey	Noise & Environmental	AU+4	2001	Obsolete
1997	Hangar 35	1572	The Burbank Airport Residential Acoustical Treatment Program Video Cassette	Noise & Environmental	AU+10	2007	Obsolete
1997	Hangar 35	54	Tracor User Guide	Noise & Environmental	AU+4	2001	Obsolete
1999	Hangar 35	55	Marconi Proposal for Noise Monitoring Systems & Flight Track Display	Noise & Environmental	AU+4	2003	Obsolete
1999	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2001	Obsolete
1999	Hangar 35	1572	Various Purchase Orders and Invoices	Noise & Environmental	AU+4	2003	Obsolete
2000	Hangar 35	1572	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2002	Obsolete
2001	Hangar 35	1570	BGPA Home Owner's Meeting	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	1572	City of Burbank Office of City Attorney	Noise & Environmental	AU+10	2011	Obsolete
2001	Hangar 35	49	Recommended Security Guidelines for Airport Planning, Design, Construction	Noise & Environmental	AU+4	2005	Obsolete
2002	Hangar 35	1569	Acoustical Analysis Check on Changes in BUR Monitoring Station CNEL Values	Noise & Environmental	AU+2	2004	Obsolete
2002	Hangar 35	1570	BGPA Picnic Burbank & Sun Valley	Noise & Environmental	AU+2	2004	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2002	Hangar 35	1572	BGPAA Noise Monitoring Systems Kiosk Proposal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	49	South Coast Ground Service Equipment Referene Manal	Noise & Environmental	AU+4	2006	Obsolete
2002	Hangar 35	1570	Tenant Safety Meetings	Noise & Environmental	AU+4	2006	Obsolete
2003	Hangar 35	56	BGPAA Field Purchasing Handbook	Noise & Environmental	AU+2	2005	Obsolete
2003	Hangar 35	1570	Schedule Charge Replies	Noise & Environmental	AU+4	2007	Obsolete
2004	Hangar 35	43	1st Annual Aviation Air Quality Conference	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	43	4th Annual Sound Insulation Symposium	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	49	Air Science Airport Management & Flight Tracking	Noise & Environmental	AU+2	2006	Obsolete
2003-2004	Hangar 35	56	Flight Event List	Noise & Environmental	AU+10	2014	Obsolete
2004	Hangar 35	15	Lubrizol-PuriNox	Noise & Environmental	AU+2	2006	Obsolete
2004	Hangar 35	1569	Wyle Labs (OSHA Noise Standards)	Noise & Environmental	AU+10	2014	Obsolete
2005	Hangar 35	43	Aviation Noise & Air Quality Symposium Palm Springs	Noise & Environmental	AU+2	2007	Obsolete
2005	Hangar 35	1569	BAE Systems (Change Order and Purchase Order	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	10	BUR Revenue Passengers	Noise & Environmental	AU+3	2008	Obsolete
2005	Hangar 35	1569	Quarterly Updates	Noise & Environmental	AU+10	2015	Obsolete
2003-2005	Hangar 35	12	Safety Meetings	Noise & Environmental	AU+4	2009	Obsolete
2005	Hangar 35	12	U.S. DOT FAA, Program Guidance Letters, Guidance Letters, Guidance for Funding Mitigation Projects for Aircraft Noise > 65 NDL	Noise & Environmental	AU+10	2015	Obsolete
2006	Hangar 35	1569	BAE Contracts	Noise & Environmental	AU+10	2016	Obsolete
2006	Hangar 35	10	Draft 5050.4B	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Authorized Work Orders	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Mactec Statement of Qualifications and Proposal Environmental Assessment, Monitoring & Remediation Programs	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	56	Response to Request of Qualifications/Proposal on going Environmental Assessment, Monitoring and Remediation Program	Noise & Environmental	AU+4	2010	Obsolete
2006	Hangar 35	1572	State Water Resources Control Board Accounting Office Check Request Voucher	Noise & Environmental	AU+4	2010	Obsolete
2005, 2006	Hangar 35	1572	Various Invoices	Noise & Environmental	AU+4	2010	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2007	Hangar 35	1569	DTSC Accounts Payable	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Employee Expense Reports	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Human Resources AGI Incoming	Noise & Environmental	AU+2	2009	Obsolete
2007	Hangar 35	15	RWQC B Letter NOV	Noise & Environmental	AU+4	2011	Obsolete
2007	Hangar 35	1569	Travel Expense Forms	Noise & Environmental	AU+3	2010	Obsolete
2007	Hangar 35	1569	Vacation Request Forms	Noise & Environmental	AU+2	2009	Obsolete
2008	Hangar 35	49	Certified SW Inspector Manual	Noise & Environmental	AU+2	2010	Obsolete
2008	Hangar 35	10	I.I.P.P.	Noise & Environmental	AU+4	2012	Obsolete
2008	Hangar 35	1569	Purchase Orders	Noise & Environmental	AU+14	2022	Obsolete
2006, 2008	Hangar 35	19	Quarterly Noise Reports	Noise & Environmental	AU+10	2018	Obsolete
2009	Hangar 35	10	Airports Compliance Handbook	Noise & Environmental	AU+2	2011	Obsolete
2009	Hangar 35	15	State Water Resources Control Board (NPDES) General Permit for Storm Water Discharges	Noise & Environmental	AU+4	2013	Obsolete
2006-2010	Hangar 35	10	A/P Capitol Improvement Plan	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	10	Aerospace Recommended Practices	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	56	Emergency Phone Directory - DIR. Noise/Environmental	Noise & Environmental	AU+2	2012	Obsolete
2010	Hangar 35	15	Voluntary Airport Law Emissions Programs (VALE)	Noise & Environmental	AU+4	2014	Obsolete
2010, 2011	Hangar 35	41	1Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	2Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2009-2011	Hangar 35	41	3Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2008-2011	Hangar 35	41	4Q Quarterly Noise Monitoring Reports	Noise & Environmental	AU+10	2021	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Core Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	56	ANOMS 8 Training Workbook - Specialist Training	Noise & Environmental	AU+2	2013	Obsolete
2011	Hangar 35	10	FY 2011 Budget	Noise & Environmental	AU+3	2014	Obsolete
2009-2011	Hangar 35	20	Quarterly Noise Reports	Noise & Environmental	AU+10	2021	Obsolete
2012	Hangar 35	3	BUR Noise 101	Noise & Environmental	AU+5	2017	Obsolete
2012	Hangar 35	10	FY 2012 Budget	Noise & Environmental	AU+3	2015	Obsolete
2008-2012	Hangar 35	38	Quarterly Noise Reports	Noise & Environmental	AU+10	2022	Obsolete
2013	Hangar 35	3	ICS 300 Student Manual	Noise & Environmental	AU+2	2015	Obsolete

Retention Log Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2013	Hangar 35	16	ICS-300: Intermediate ICS for Expanding Incidents	Noise & Environmental	AU+2	2015	Obsolete
2013	Hangar 35	41	Student Manual	Noise & Environmental	AU+10	2023	Obsolete
2014	Hangar 35	50	Quarterly Noise Monitoring Reports	Noise & Environmental	AU+2	2016	Obsolete
2014	Hangar 35	3	DVDs from Part 161, Miscellaneous Documents	Noise & Environmental	AU+4	2018	Obsolete
2012-2014	Hangar 35	21	Planning and Noise Protection AD HOC Committee Meeting	Noise & Environmental	AU+10	2024	Obsolete
2011-2015	Hangar 35	1568	Quarterly Noise Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	1Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	2Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	3Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
1, 2014-2015	Hangar 35	1568	4Q Noise Monitoring Reports	Noise & Environmental	AU+10	2025	Obsolete
2015	Hangar 35	10	Administration (Contracts)	Noise & Environmental	AU+4	2019	Obsolete
2015	Hangar 35	1572	Bruehl & Kjaer Technical Documentation for Monitor #1	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	1572	BUR Revenue Passengers	Noise & Environmental	AU+3	2018	Obsolete
2015	Hangar 35	1569	City Council	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	10	Environmental Management + System Background	Noise & Environmental	AU+2	2017	Obsolete
2015	Hangar 35	43	Noise Monitoring System	Noise & Environmental	AU+2	2019	Obsolete
2015	Hangar 35	3	Purchasing Policies and Procedures	Noise & Environmental	AU+4	2019	Obsolete
2008-2015	Hangar 35	39	Southwest Schedule Changes	Noise & Environmental	AU+4	2019	Obsolete
2016	Hangar 35	10	FY 2016 Budget	Noise & Environmental	AU+3	2019	Obsolete
2016	Hangar 35	12	Transcript of Proceedings	Noise & Environmental	AU+4	2020	Obsolete
2017	Hangar 35	18	ACRP Research Report 174 2 copies green stormwater infrastructure Vol.1: Primer	Noise & Environmental	AU+2	2019	Obsolete
2007-2017	Hangar 35	39	Schedule Changes	Noise & Environmental	AU+4	2021	Obsolete
2019	Hangar 35	18	ACRP Research Report 208 Airport Cooperative Research Program Benefit-Cost Analyses Guidebook for Airport Stormwater	Noise & Environmental	AU+2	2021	Obsolete
2019-2020	Hangar 35	18	ACI-NA Membership Directory Facts about Airports	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	56	Aircraft Characteristics (7th edition)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	1570	Aircraft Types / Flight Strips	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	Allen, Sid (Contract)	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	BUS Conversion	Noise & Environmental	AU+2	2022	Obsolete

Retention Log

Noise and Environmental Department

Attachment 5

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2020	Hangar 35	13	City FTA Grants	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	43	Conferences	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	54	Environmental Operations Info	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	10	FEMA	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	General Information	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	43	NFTMS	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	10	Noise Department BUDGET	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	15	Noise Planning A/C	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1567	Other Airport Noise Rules (John Wayne, Sacramento, Seattle, San Jose)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	12	Sample Part 150 Study RFP	Noise & Environmental	AU+3	2023	Obsolete
2020	Hangar 35	55	Tracor Contracts	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	55	Tracor Flight Tracking	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	47	Various CDs/DVDs (Department related, Part 150, blanks)	Noise & Environmental	AU+2	2022	Obsolete
2020	Hangar 35	921	Various Invoices	Noise & Environmental	AU+4	2024	Obsolete
2020	Hangar 35	1569	Various Purchase Orders, Change Orders, and Invoices	Noise & Environmental	AU+4	2024	Obsolete
2021	Hangar 35	10	Airport Noise on Housing Values	Noise & Environmental	AU+2	2023	Obsolete
2021	Hangar 35	54	TAMIS (Total Airport Management Information Systems) Step by Step Manual	Noise & Environmental	AU+2	2023	Obsolete



Records Destruction Authorization Form

Department: Procurement Date of Inventory: 7/15/25
 Submitted by: Irene Cabil / Semija Bolton

☒ Records Hold Cleared. (Please verify the records you wish to destroy are not on a current records hold or litigation hold before submitting this form.)

Attach the following:

- The Department Retention Schedule as approved by the Airport Authority Commission; and
- A destruction inventory list, with the approved retention period listed for each Record to be destroyed.

DESTRUCTION AUTHORIZATION & SIGNATURES

I certify that the records on the attached destruction inventory list are no longer required and are eligible for destruction based upon the attached Retention Schedule, approved by Burbank-Glendale-Pasadena Airport Authority Commission Resolution No. 465, and do not have to be retained based upon any record retention requirements imposed pursuant to a grant received by the Authority or a bond issued by the Authority, and are not related to or potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or other similar legal matter.

Dept. Head Signature: _____

Date: 8/5/25Print Name: Scott KimballTitle: Deputy Executive Director

I certify that I have reviewed the attached destruction inventory list and, based upon the above certification by the department head, agree that the identified records are not records required to be kept by statute or law. My review has been limited to the descriptions contained on the list and did not involve review of the actual records. Based on the foregoing, I consent to the destruction of the identified records subject to Authority Commission approval by adoption of a Destruction Resolution.

Counsel Signature: Terence BogaDate: 8-5-25Print Name: Terence BogaTitle (Check one): ☒ General Counsel ☐ Assistant General Counsel

Authority Destruction Resolution No: _____

Date: _____

DESTRUCTION RECORD (Commission Secretary Use Only)

- ☐ Authority Commission Destruction Resolution is attached to this form.
☐ The records on the attached list have been destroyed as of the date set forth below.

Commission Secretary/Records Manager: _____

Date: _____

Retention Log

Procurement Department

Attachment 6

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
1988, 1996	Building 9	3	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	1991, 1999	Obsolete
1995	Building 9	3	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1998	Obsolete
1994, 2001-2007	Building 9	4	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1998, 2005-2011	Obsolete
2004, 2005	Building 9	4	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2014, 2015	Obsolete
2005	Building 9	5	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2008	Obsolete
2004	Building 9	6	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2007	Obsolete
2005, 2006	Building 9	7	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2008, 2009	Obsolete
2015-2021	Building 9	14	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2025	Obsolete
2003-2020	Building 9	16	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2007-2024	Obsolete
2016-2020	Building 9	17	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2020-2024	Obsolete
2018-2021	Building 9	18	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2022-2025	Obsolete
2019-2021	Building 9	20	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2023-2025	Obsolete
2015-2021	Building 9	21	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2025	Obsolete
2020-2021	Building 9	26	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2024-2025	Obsolete
2020-2021	Building 9	28	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2024-2025	Obsolete
1996-2000	Building 9	37	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2006-2010	Obsolete
1999	Building 9	38	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2003	Obsolete
1999	Building 9	39	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2003	Obsolete
1983-1997	Building 9	40	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2001	Obsolete
1983-1998	Building 9	42	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2002	Obsolete
1986, 1997-1998	Building 9	43	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2001-2002	Obsolete
2000-2015	Building 9	44	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2010-2025	Obsolete
2000-2020	Building 9	44	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2004-2024	Obsolete
2006-2015	Building 9	45	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2016-2025	Obsolete
1998-2020	Building 9	45	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2002-2024	Obsolete
2008-2020	Building 9	46	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2012-2024	Obsolete
2000-2015	Building 9	47	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2004-2019	Obsolete
2008-2016	Building 9	48	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2012-2020	Obsolete
2013-2015	Building 9	49	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2023-2025	Obsolete
2012-2020	Building 9	49	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2016-2024	Obsolete
2016-2020	Building 9	50	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2020-2024	Obsolete
2014	Building 9	51	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2018	Obsolete
2014-2020	Building 9	51	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2018-2024	Obsolete
2014-2020	Building 9	52	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2018-2024	Obsolete
2014	Building 9	53	Sec. 35: Purchase Orders Related to an Executed Contract:	Procurement	10 Years	2018	Obsolete
2013-2020	Building 9	53	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2017-2024	Obsolete

Retention Log Procurement Department

Attachment 6

Document Year	Location	Box #	Description - Record Type	Division	Retention Schedule	First Allowable Year to Destroy	Status
2015-2018	Building 9	54	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2019-2022	Obsolete
2004-2020	Building 9	55	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2008-2024	Obsolete
2017-2020	Building 9	56	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2021-2024	Obsolete
2010-2016	Building 9	57	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2014-2020	Obsolete
2010-2016	Building 9	58	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2014-2020	Obsolete
1983-1997	Building 9	60	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	1987-2001	Obsolete
2016	Building 9	61	Sec. 38: RFQs, RFPs – Proposals from Unsuccessful Proposers:	Procurement	3 Years	2020	Obsolete
2011-2012	Building 9	62	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2015-2016	Obsolete
2011-2017	Building 9	63	Sec. 36: Purchase Orders Unrelated to Contract:	Procurement	4 Years	2015-2021	Obsolete

RESOLUTION NO. 465

**A RESOLUTION OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY COMMISSION
ADOPTING A REVISED AIRPORT PROCEDURE
FOR RECORDS RETENTION AND DESTRUCTION**

The Burbank-Glendale-Pasadena Airport Authority Commission resolves as follows:

Section 1. Findings and Intent.

A. On April 5, 2004, the Commission adopted Resolution No. 390 establishing a records retention and destruction policy known as Airport Procedure No. 2150.

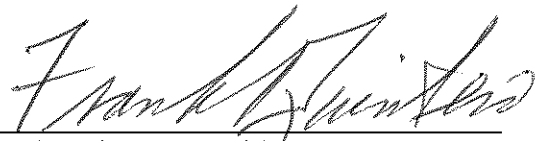
B. After eleven years, Airport Procedure No. 2150 requires updating to provide for greater control and efficiency in the management of Authority records.

C. The Commission desires to adopt a revised Airport Procedure No. 2150 that establishes a new records retention and destruction policy for the Authority, which has taken into consideration factors such as legal requirements, State of California archival recommendations, and business needs.

Section 2. Adoption of Revised Airport Procedure. The Commission adopts the attached Airport Procedure No. 2150 (Revised September 21, 2015) to serve as the Authority's records retention and destruction policy. Resolution No. 390 and all prior versions of Airport Procedure No. 2150 are superseded and shall be of no further force or effect.

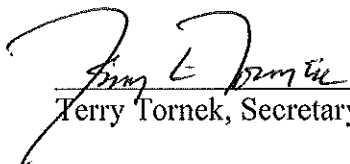
Section 3. Designation of Counsel. In the implementation of the attached Airport Procedure No. 2150 (Revised September 21, 2015), consent of Authority counsel for destruction of a record shall mean consent of either General Counsel Laurence S. Wiener or Assistant General Counsel Terence Boga.

Adopted this 21st day of September 2015.



Frank Quintero, President
Burbank-Glendale-Pasadena Airport Authority

ATTEST:


Terry Tornek, Secretary

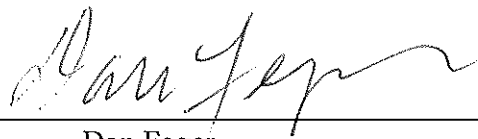
STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

I, Dan Feger, do hereby certify that the foregoing resolution was duly and regularly adopted by the Commission of the Burbank-Glendale-Pasadena Airport Authority at its regular meeting held on the 21st day of September 2015 by the following vote:

YES: Commissioners Brown, Adams, Friedman, Sinanyan,
 Quintero, Wiggins, Madison, Tornek and Selvidge

NOES: None

ABSENT: None

A handwritten signature in cursive script, appearing to read "Dan Feger", is written over a horizontal line.

Dan Feger
Assistant Secretary

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

AIRPORT PROCEDURE

PROCEDURE NO. 2150

Revised Effective September 21, 2015

I. Subject:

Records Retention and Destruction Policy

II. Purpose:

The purpose of this Procedure is to provide standards for the orderly retention of Authority records and the orderly destruction of obsolete Authority records.

III. Background:

The Authority has a need to reduce inventories of records that have fulfilled the administrative, fiscal, or legal purpose for which they were created or received. To facilitate the destruction of obsolete Authority records, this Procedure incorporates a Records Retention Schedule (Attachment A) that prescribes retention periods for each department's records. The retention periods have been determined based upon legal requirements (including federal and state statutes, grant agreements, and regulatory agency policies), State of California archival recommendations, and the Authority's business needs.

IV. Definitions:

The terms used in this Procedure shall have the following meanings:

“Authority Record” or “Record”: A writing (as defined below) regarding the conduct of Authority business, which satisfies both the following criteria: (i) the writing is in the custody of an employee or officer of the Authority or its airport management firm; and (ii) is kept either (a) because a law requires it to be kept or (b) because it is necessary or convenient to the discharge of the employee's or officer's duties and was made or retained for the purpose of preserving its informational content for future reference. If no law requires a writing to be kept, then the records custodian shall consider the following in determining whether the writing is an Authority record that must be retained: the writing's informational content; the purpose for which it was prepared or retained; and the manner of its use. Record series listed on the Authority's records retention schedule are presumptively Authority Records under this definition.

“Duplicate Record”: A duplicate record is considered a “non-record” only if the original Authority record that it duplicates is retained by the Authority.

“Non-record”: A writing that does not constitute an Authority record regardless of whether the writing is in an electronic format or a paper format. Examples of non-records include: (i) magazines or publications not produced by the Authority; (ii) library

material intended solely for reference or exhibition; (iii) spam e-mails; (iv) transitory writings (e.g. working papers, appointment logs, notes, preliminary drafts, and intra-agency correspondence) that are not retained by the Authority in the ordinary course of business even if they contain information relating to the conduct of the Authority's business; and (v) unofficial duplicate of documents kept only for convenience or reference. "Intra-agency" means between officers, employees, or counsel of the Authority or its airport management firm. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary discussions of ideas, and basic scheduling correspondence, for example, are generally non-records.

"Writing": Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting and storing digitally by electronic mail (e-mail), text message, or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Notwithstanding the preceding, "writing" does not include voice mails.

V. Responsibility:

- A.** The Records Retention Program shall be administered by the Senior Deputy Executive Director.
- B.** Each Director shall appoint a Custodian of Records for his/her department to work with the Senior Deputy Executive Director. The Custodian of Records shall be responsible for coordinating the retention and destruction of the department's records consistent with this Procedure.
- C.** Each Director and department Custodian of Records shall periodically review the Records Retention Schedule as it applies to his/her department and, as necessary, shall propose revisions to ensure that every identifiable record produced or maintained by that department is covered. Proposed revisions shall be submitted in writing to the Senior Deputy Executive Director and Authority counsel.

VI. Process:

A. Overview of Records Retention Schedule

- 1. The Records Retention Schedule identifies the following for each type of record:
 - Record Series Description: identifies the type of Authority record to be retained.
 - Retention Period: establishes the minimum period of time that the document must be retained.

- Legal Authority: identifies relevant laws used in determining the retention period.
 - Contents/Notes: describes the record by content and may include examples of records that is covered by the Record Series.
2. The Records Retention Schedule sets the minimum retention period before an Authority record becomes obsolete. It does not authorize destruction of obsolete records. To destroy those records, additional Commission action is required in accordance with Section VI(F) below.
 3. Contractual obligations may impose longer retention periods. The Authority has contracted with various grantors to receive grant or other funding. As a condition of receiving monies through funding source agreements, the Authority has agreed to retain certain records specified in the grant agreements for a set length of time. Authority records that are specified in each funding source agreement must be retained for the period of time set forth in the funding source agreement, even if that is a longer retention period than the retention period stated on the Records Retention Schedule.

B. Preserved Records

The following Authority records shall not be destroyed:

1. Authority records affecting the title to real property or liens thereon.
2. Authority records required to be kept by statute.
3. Authority records less than two (2) years old with the exception of duplicate records or as otherwise provided by law.
4. The minutes and resolutions of the Commission or its standing committees.

C. Duty To Obtain Commission Approval for Records Destruction

Authority records may not be destroyed until approved for destruction in accordance with Section VI(F) below. Authority records include writings listed on the Records Retention Schedule, as well as writings that meet the definition of an Authority record even if not listed on the Records Retention Schedule.

D. Duty To Preserve Records on Legal Hold

1. A legal hold places a freeze on any destruction authorization for a particular record or type of record.

- a. A legal hold refers to the duty of the Authority to preserve and not destroy any records that are potentially relevant to any of the following in which the Authority may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit or similar legal matter.
 - b. Any records subject to a legal hold must be preserved in all forms in which the record exists, including both paper and electronic formats.
2. Any part of this Procedure that permits destruction of Authority records, or purging of non-records or duplicates, is superseded when a legal hold is placed on the records and non-records, and such records and non-records may not be destroyed.
3. Destruction in accordance with this Procedure may resume after notice is provided by the attorney responsible for the matter that the legal hold has been lifted and is no longer in effect.

E. Purge of Non-Records

1. Non-records need not be retained and should be purged (destroyed) when no longer needed, provided a legal hold does not prohibit their destruction.
2. E-mails are automatically saved for two years and then, due to storage limitations, are automatically purged on a rolling basis. Staff must take appropriate steps, within the two-year period, to save to the Authority's network server system any e-mails that are Authority Records; all other e-mails will be automatically deleted as non-records unless subject to a legal hold. Spam e-mails and transitory writing e-mails may be purged as described below.
3. Spam e-mails (e.g. unsolicited commercial offers unrelated to Authority business) are considered non-records and may be purged immediately, provided a legal hold does not prohibit their destruction.
4. Transitory writings:
 - a. Intra-agency e-mails are considered non-records and, provided a legal hold does not prohibit their destruction, may be purged after 30 days unless such e-mails (1) record the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); (2) initiate, authorize, further, or complete a transaction of Authority business; or (3) otherwise qualify by definition as an Authority record.

- b. Working papers, informal notes, internal drafts and other non-records should be kept separate from the files containing Authority records, and they may be purged once a project, contract or document is finalized.
- 5. Duplicate records (printed copies):
 - a. Duplicate copies of records less than two (2) years old may be purged (destroyed) if the duplicate copies are no longer required. However, a duplicate copy may not be destroyed unless the original Authority record is retained by the department, transferred to another department for retention, or generated by another department that retains the original record.
 - b. Not all copies are duplicate records; in some cases, the Authority receives or retains a “copy” as the original Authority record, such as when a letter sent by the Authority is mailed or when the Authority receives a copy of a contractor’s insurance policy. Those copies that are original Authority records may not be purged and must be retained.
- 6. Duplicate records (electronic digital copies)
 - a. Unless retention in electronic format is otherwise required by law, the Record Retention Schedule, or a legal hold, Authority records that are in native electronic format, including e-mail, may be destroyed as duplicates, provided that printed copies or copies converted to PDF are retained as follows:
 - (i) In lieu of retaining an e-mail in native electronic format, an e-mail printed on paper or converted to PDF may be retained as the original Authority record in accordance with its appropriate retention schedule so long as the printed/converted e-mail includes the identity of the sender and recipient, the date and time of the e-mail, and any attachments. If a printed/converted e-mail is retained as the original Authority record, the native electronic version is deemed to be a duplicate and may be destroyed after the e-mail is printed/converted.
 - (ii) In lieu of retaining any letter, memorandum, spreadsheet or report in native electronic format, the final version of a letter, memorandum, spreadsheet or report printed on paper or converted to PDF may be retained as the original Authority record. If a printed/converted letter, memorandum, spreadsheet or report is retained as the original Authority record, the native electronic version is

deemed to be a duplicate and may be destroyed after the original is printed or converted.

- b. The authorization to convert native electronic records to PDF does not permit the Authority to scan paper records to PDF and destroy the paper record. A separate policy must be adopted to permit the destruction of paper records after scanning such paper records to PDF format.
- c. The authorization to destroy electronic duplicates provided herein does not permit the destruction of those native electronic files that are routinely used, edited and updated by the Authority on an on-going basis, such as a financial accounting database or spreadsheet.

F. Destruction of Authority Records

1. Prior to destroying any Authority records listed on the Records Retention Schedule, the following Steps shall be completed.

Step 1: Staff shall consider the following factors for records that have reached the expiration of their retention period:

- Is the record subject to a legal hold (see Section VI(D) above)?
- Does the record have a specific administrative or fiscal function that justifies longer retention? A department may retain a record past its minimum retention period for operational purposes where it can demonstrate the record meets an extraordinary administrative or fiscal need.
- Does the record have a specific historical/archival value that justifies longer retention? Records with archival value are to be preserved because they contain information of continuing and enduring value to the Authority, provide valuable research data, or document the history of the Authority and its departments.
- If the answer to any of the questions is yes, the record will not be proposed for destruction.

Step 2: A list will be made of all records that are to be destroyed and submitted to the Senior Deputy Executive Director or designee. The list of records shall not include any Authority records that are subject to a legal hold, and the Department Head shall sign a destruction form so attesting.

Step 3: This list, and the signed destruction form, will be presented to Authority counsel who will be asked to review and consent to the destruction of the records identified.

Step 4: Once the written consent of Authority counsel has been obtained, a resolution will be brought before the Commission at an open meeting requesting approval of the request to destroy those records.

Step 5: The Commission shall authorize records destruction by resolution.

2. For those Authority records that are not listed on the Records Retention Schedule, staff shall follow Steps 1-3 above, and provide Authority counsel with a description of the writings, their administrative, operational, contractual, fiscal and historical value, and why staff believes they are obsolete and should be destroyed. Authority counsel will review and provide advice regarding any legal requirements related to retention of the unscheduled records. If Authority counsel consents to destruction, the Senior Deputy Executive Director or designee may propose the record for destruction. The Commission shall authorize such records destruction by resolution.
3. The Senior Deputy Executive Director or designee will coordinate with any department requiring destruction of records to ensure protocol is followed and requisite review and approvals are obtained from Authority counsel and the Commission.
4. In the event a department desires to retain a record series beyond its retention period, the appropriate staff person shall complete a form stating the Step 1 basis for retaining the records for a longer period than set forth in the Records Retention Schedule.
5. Exceptions to Steps 1-5:
 - a. Authority Records Pre-Approved for Destruction. In the event the Records Retention Schedule expressly states that an Authority record may be destroyed without further Commission approval, such record is not subject to the destruction resolution requirement above and may be destroyed without further approval.
 - b. Destruction of Records Mandated by Law. If state or federal law mandates that an Authority record must be destroyed within a certain period of time or by a specified date, the Senior Deputy Executive Director, with the written consent of Authority counsel, is hereby authorized to destroy such Authority records as required by law.

G. Method of Destruction

The secure destruction of any record shall be by burning, shredding, or other mechanism which shall render its content forever unreconstructable.

H. Staff Training

Staff will be trained annually on what Authority records to keep, and what non-records may be purged.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administration – General Subjects (internal working files)	4 years		Working files for general subjects involving miscellaneous issues that do not fall under any other retention category to the extent staff retains them. If subject matter requires longer retention, use the longer retention period. This category does not require the retention of temporary working files for any subject matter, but instead provides a retention period for those miscellaneous working files staff determines are desirable to retain.
2.	Agendas and Staff Reports – Commission	Permanent		
3.	Agendas and Staff Reports – Committees	7 years		
4.	Airport Certification – Permits, Certifications and Related Documentation	Permanent		
5.	Appointment Books	3 years		
6.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
7.	Calendar – Regular Meeting Dates of Authority and Commission and Committees	2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
9.	Development Agreements	Permanent		
10.	Directories	2 years		
11.	Employment Agreement – Chief of Airport Police and Director of Public Safety	Date agreement expired or terminated plus 4 years	CCP § 337	
12.	Employment Investigations (Airport Police)	Investigation closed plus 5 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	Administration department serves as civilian oversight for Airport Police. If litigation, see retention for “Litigation Records” below.

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	FPPC Filings – Code Filers	4 years	Gov't Code § 81009(f)	Statement of Economic Interest (Form 700). NOTE: Original Form 700 is filed with LA County. Airport Authority retains a copy for 4 years.
14.	FPPC Filings –Filers Designated in Airport Authority Local Conflicts of Interest Code	7 years	Gov't Code § 81009(e)	Statement of Economic Interest (Form 700). NOTE: Original Form 700 is filed with the Airport Authority and retained for 7 years.
15.	Hearing or Review before Hearing Officer	Permanent		
16.	Joint Powers Authority (JPA) Agreement and Amendments	Permanent		
17.	Legal Opinions	Superseded plus 2 years		
18.	Litigation and Claims Records	Date claim is closed plus 7 years		Litigation directly managed by Administration Department Applies to all records in the file except those scheduled as “Permanent”.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent		Retain all original claims against the Authority and Authority's answer to claims; documents initiating litigation, such as complaints/writs filed with court incl. amendments, and defendant's answer; settlements, judgments, final awards and similar final records terminating the litigation.
19.	Minutes – Committees and Commission	Permanent		
20.	Notice of Meeting – Commission	Permanent		
21.	Notice of Meeting – Committee	7 years		
22.	Oaths of Office	Termination of Office plus 3 years		
23.	Policies and Procedures of Airport Authority (agency-wide)	Superseded plus 5 years		
24.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
25.	Recordings - Audio and/or Video Recordings of Committee and Commission	2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
COMMISSION AND ADMINISTRATION

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
26.	Reports/Studies/Projects – Completed	Completion plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
27.	Reports/Studies/Projects – Terminated Prior to Completion	Abandonment plus 3 years		Record series covers reports, studies or projects that are initiated, but later terminated prior to completion.
28.	Resolutions – Commission	Permanent		
29.	Vehicle Assignment – Log Books, Sign Out Forms	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
HUMAN RESOURCES DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Airport Police – Benefit Plan Claims	Permanent		
2.	Airport Police – Benefit Plan Enrollment – Approved	Transfer record to Airport Police for Personnel File		
3.	Airport Police – Benefit Plan Enrollment – Denied	Date denied plus 4 years		
4.	Airport Police – Benefit Plan Records	Superseded plus 7 years		Insurance policies and benefit summaries regarding benefit plans.
5.	Airport Police – Correspondence Regarding Airport Police Personnel Matters	Transfer record to Airport Police or Administration, as appropriate		Examples: Employee complaints; management requests for assistance. Includes letters, memos, emails, etc.
6.	Airport Police – Employee Programs – EAP, recognition, star awards, etc.	Superseded plus 7 years		Program-level records (employee specific records are filed with Personnel Files).
7.	Airport Police – Insurance Policies – Workers Compensation	Permanent		
8.	Appointment Books	3 years		
9.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
HUMAN RESOURCES DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
10.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
11.	Performance and Compensation Reviews of Senior Staff per TBI Agreement	Employment termination plus 10 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	NOTE: "Do not destroy" instruction applies to all performance, compensation or personnel files, and not just files of the complaining party.
12.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.

¹ "Substantive correspondence" means correspondence that relates to the conduct of the Authority's business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered "substantive correspondence."

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administrative/Internal Affairs – Misconduct, Complaints, Officer Involved Shootings (No Death)	Investigation closed plus 5 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	
2.	Administrative/Internal Affairs – Officer Involved Shootings with Death	Investigation closed plus 25 years	Evidence Code § 1045 Penal Code §§ 801.5; 803(c); 832.5	
3.	Appointment Books	3 years		
4.	Armory Inventory – Weapons, Ammunition, Equipment	Permanent		
5.	Asset Forfeiture – Expenditures and Recapture	Close of annual financial audit plus 7 years; (but not less than the time period described under “Contents/Notes”)	DOJ Guidelines (published April 2009)	Retain for at least 5 years all documents and records pertaining to the Airport Authority’s participation in the Dept. of Justice Equitable Sharing Program and its receipt and expenditure or use of shared cash, proceeds, real property or tangible personal property, including Form DAG-71, Equitable Sharing Agreement and Certification forms, accounting and bookkeeping documents, logs and records, bank records and statements, and audit reports.
6.	Automated License Plate Recognition System (ALPRS) (Contract and Service Warranty)	Date contract is terminated plus 4 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Automated License Plate Recognition System (ALPRS) (Data)	2 years		Data such as license plate, time stamp, picture of license plate, picture of rear of vehicle, location of ALPRS camera, and search results.
8.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
9.	Citations –Health and Safety Code Sections 11357(b), 11357(c), 11357(d), 11357(e) [not juvenile] and 11360(b) Violations	Date of conviction plus 2 years; if no conviction, date of arrest plus 2 years	Health & Safety Code § 11361.5	Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
10.	Citations – Health and Safety Code Section 11357(e) Violations (Juvenile)	Date juvenile offender attains the age of 18 years	Health & Safety Code § 11361.5	Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
11.	Citations – To Appear (other than Health and Safety Code violations listed in No. 6 and 7)	4 year		Original is attached to Desk Report that is sent to Burbank Police Department; Airport Police retain a copy only.
12.	Citations – Parking/Traffic/Infractions (duplicates)	Date closed plus 2 years		The Burbank Police Department is the custodian of the original citations issued by the Airport Police Department. Obsolete category: Airport Police no longer retain a separate copy file; officer copy may be attached to log.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
14.	Field Interview Reports – Police	3 years		A 3x5 card (FI Card) that documents a contact with someone that does not involve a citation or arrest.
15.	Fire Department Training	Employment termination plus 10 years	14 CFR § 139.301; 14 CFR. § 139.303; 14 CFR. § 139.329; 14 CFR. § 139.319	EMT Certifications, Training Certifications, Driver's License Endorsements, etc.
16.	Fire Incident Reports - Aircraft	Permanent	14 CFR § 139.301; 14 CFR. § 139.329	Aircraft accidents and related injuries, property damages
17.	Fire Incident Reports - Not Aircraft	Permanent	CCP § 338	

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
18.	Fire Inspections – Fire Prevention, Fuel Trucks and Farm	Date of inspection plus 5 years	14 CFR § 139.301; Calif. Fire Code, § 104.6	
19.	Fire Journals – Fire Station (activities, personnel, prevention, efforts)	10 years		
20.	General Orders, Policies/Procedures Police and Fire	Superseded plus 10 years		
21.	Juvenile Custody Reports (including yearly)	3 years		
22.	Litigation and Claims (Filed by a member of the public against the police department)	Date claim is closed plus 7 years		Applies to all records in the file except those scheduled as “Permanent”.
		Permanent		Retain all original claims against the Authority and Authority’s answer to claims; documents initiating litigation, such as complaints/writs filed with court including amendments, and defendant’s answer; settlements, judgments, final awards and similar final records terminating the litigation.
23.	Logs – Police Officer Logs/Daily Activity	5 years		In the event of a crime, an official police report is prepared and filed with the Burbank Police Department.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
24.	Logs – Property Lost/Found	3 years	Civil Code §§ 2080 et seq.	
25.	Mutual Aid, Strategic Plans	Superseded plus 5 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
26.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records
27.	Recorded Radio Traffic and DVSS	See Communications and Information Technology Retention Schedule	Gov't Code §§ 34090.6, 53160	
28.	Reports – Criminal/Police (Desk Reports)	4 years		Original sent to Burbank PD; copy retained by Airport PD. In the future, Desk Reports will be entered online and Airport PD will have access to Burbank PD full report.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
29.	Reports – Fatal Injury including Traffic Accident with Fatality (Desk Reports)	Permanent		Original sent to Burbank PD; copy retained by Airport PD.
30.	Reports – Non-Criminal/Police, including Traffic Accident with No Injuries (Desk Report or Airport Report)	<u>Desk Report</u> : 4 years <u>Airport Report</u> : Year closed plus 3 years	Vehicle Code § 2547	Includes traffic collisions with no injuries and no fatalities. <u>Desk Report</u> : Original sent to Burbank PD; copy retained by Airport PD. In the future, Desk Reports will be entered online and Airport PD will have access to Burbank PD full report. <u>Airport Report</u> : Retained by Airport PD only
31.	Reports – Traffic Accident with Injuries (No Fatalities)	Date closed plus 5 years (see note)		Traffic collisions with no fatalities but one or more injuries are involved. NOTE: If Airport Authority employee is injured, retain per “Workers’ Compensation Case Files” below.
32.	Restraining Orders, Emergency Protective Orders, Temporary Restraining orders, Similar Legal Stipulations	Date expired plus 2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
33.	RFQs, RFPs Bids and related Agreement – Successful Proposers	<u>Assets</u> Life of asset plus 2 years unless paid for with grant or PFC funds <u>All others</u> Date related contract is terminated plus 4 years unless paid for with grant or PFC funds	Cal. Code Procedure § 337	
		Permanent (See note re: Grants and PFC)		NOTE: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
34.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
35.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
36.	Schedules – Deployment – Police/Fire Operations	3 years		
37.	Schedules – Daily Attendance/Roll Call Agenda	3 years		
38.	Statistical – Crime Statistics	3 years		
39.	Subpoenas	Response completed plus 2 years		
40.	Subpoenas Tracking Log	3 years		
41.	Videos – Security (DVDs)	Retain for same time period as other related evidence.		DVD copy of video from DVSS, retained for evidentiary purposes (See Information and Communications Technology retention schedule for DVSS retention period.)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
Personnel and Risk Management Files – Safety Employees				
1.	Grievances and Arbitrations	Permanent		
2.	Employee Association Recognition/Formation	Permanent		Records related to recognition of Burbank Airport Police Officers Association as bargaining agent for Airport Police
3.	Employee Handbook (Airport Police)	Permanent		
4.	Employment Litigation	Permanent		
5.	Labor – Memorandum of Understanding	Permanent		Memorandum of Understanding between BGPAA and Burbank Airport Police Officers Association
6.	Non-Hires – Recruitment related including: • unsuccessful applications and resumes; • unsuccessful applicant exams, including pre-employment medical exams; • unsuccessful applicant – pre-employment investigations; • self-identifier forms; • alternate lists/logs; • indices, exam materials, exam answer sheets; • job bulletins/job postings/advertisements; • personnel requisitions	Position filled (or search terminated) plus 3 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	“Do not destroy” instruction applies to all personnel files, and not just files of the complaining party. NOTE: Recruitment records specific to individuals who are hired as employees of the Airport Authority are retained per “Personnel Records” below.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Personnel Records	Employment termination plus 10 years EXCEPT do not destroy any files if (1) Authority has received verified FEHA complaint, or (2) if <u>any</u> pending employment claim or litigation	Gov't Code § 34090; 29 CFR §§ 1602.14, 1602.31, 1627.3; Cal. Lab. Code § 1174; OMB A-133; Gov't Code §§ 12940(e), 12946	Applies to both medical and non-medical personnel files. Includes application, resume, pre-employment medical exam report, pre-employment Investigations, I-9 forms, Safety training records, Prevention of Harassment Training and all other personnel records that are not otherwise individually scheduled for retention. Retain for longer period if record is listed under a separate record series (e.g., "Personnel Records – Employee Exposure Record"). NOTE: "Do not destroy" instruction applies to all personnel files, and not just files of the complaining party
8.	Personnel Records – Employee Exposure Record, if any	Permanent	29 CFR 1910.1020	Employee exposure to toxic substances or harmful physical agents as defined in federal law
9.	Risk Management Reports – Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	6 years	29 CFR §§ 1904.4, 1904.33; Labor Code § 6401.7; Gov't Code § 34090(d)	
10.	Risk Management Reports – CalOSHA Forms 300, 300A and 301	6 years	8 CCR § 14300.33, Gov't Code § 34090(d)	

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
AIRPORT POLICE DEPARTMENT/PUBLIC SAFETY

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
11.	Unemployment claims and related litigation	Permanent		
12.	Weapons-related Records for Retirees (e.g., Carrying concealed weapon, Range qualification, etc.)	Life of Retiree plus 2 years	Penal Code §§ 25450 et seq.; 26300 et seq.	
13.	Workers' Compensation Case Files	Permanent	8 CCR §§ 10101 10101.1, 10102, 10103, 10103.1-10103.3; Labor Code § 6410	Includes incident reports, and accident reports regarding employee injury.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Apparatus/Vehicle – Police and Fire Repair, Maintenance, and Inspection Records	4 years		
2.	Appointment Books	3 years		
3.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Elevator Permits – Annual Inspection	Date of inspection plus 5 years	8 CCR § 3001(c); Calif. Fire Code, § 104.6	
6.	Equipment – Radio Logs (communication problems, resolution, performance)	3 years		

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
7.	Emergency Generator – Use and Maintenance Logbook	3 years	SCAQMD Rule 1470(7)(C)	
8.	Fire Protection System – Annual Inspection	Date of inspection plus 5 years	Calif. Fire Code, § 104.6	Includes fire extinguisher inspection log, and automatic fire suppression system log and documentation.
9.	Inspection – Airfield and Runway	7 years	14 CFR 139.301; 14 C.F.R. § 139.327; 14 C.F.R. § 139.329	Inspections of airfield and runway as required by Part 139 of Title 14 the Code of Federal Regulations.
10.	Inspection – Other FAA Part 139 Related Reports (not Airfield or Runway)	7 years	14 CFR 139.301	Part 139 of Title 14 the Code of Federal Regulations reports other than inspections of airfield and runway.
11.	Logs – Operations (Daily)	5 years		Operations and Maintenance Department maintains logs. Communication center log (includes fire dispatch); airside operations log; and landside operations log. NOTE: Some logs may require longer retention based upon subject matter covered by retention periods set forth on this retention schedule or a retention schedule of another department. Example: Log entries regarding fuel spill reports that do not qualify as minimal must be retained permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
12.	Maintenance and Operations – Service of Vehicles	Until vehicle is sold or otherwise disposed of plus 2 years		
13.	Maintenance and Operations – Service Requests, Work Orders, Invoices, Supporting Documentation	7 years	14 CFR 139.301	Related to airfield and runway.
14.	Material Safety Data Sheets (MSDS), Chemical Inventory, etc.	Termination of product used plus 30 years	29 CFR 1910.1020(c)(5) & (d)(1)(ii)	Summary of chemical components of materials used in maintenance and operations that are required as part of a record of employee exposure to certain toxic substance or harmful physical agent. Includes record of use of any toxic substance or harmful physical agent.
15.	Pest Control: Pesticide Applications, Inspections, Sampling Documents	8 years (but see MSDS)		See Exception for material safety data sheets, chemical inventory, etc.
16.	Policies and Procedures - Operations	Superseded plus 5 years		
17.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
18.	Reports – Accident and Incident (Aircraft)	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
19.	Reports – Airport Operational (Administrative)	5 years (but retain longer if specific subject matter is covered by a longer retention period)	14 CFR 139.301	Includes first aid reports; security reports; and minimal fuel spill reports (see Storm Water Discharge Permit No. CAS000001). NOTE: Some reports may require longer retention based upon subject matter covered by retention periods set forth on this retention schedule or a retention schedule of another department. Example: Fuel spill reports that do not qualify as minimal must be retained permanently.
20.	RFQs, RFPs – Successful Proposers	Date agreement is terminated plus 10 years unless paid for with grant or PFC funds	CCP 326, 337, 337.2, 339.5	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
21.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
OPERATIONS AND MAINTENANCE DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
22.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
23.	Traffic Signals –Drawings, Codes, Installation	Until signal is removed or replaced plus 2 years	CCP § 335.1	
24.	Traffic Signals - Maintenance and Repair Logs and Records	10 years		
25.	Training Records	7 years	14 CFR 139.301	Training required by Part 139 of Title 14 the Code of Federal Regulations

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Appointment Books	3 years		
2.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
3.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	Contracts for public relations and marketing products and services. Includes related correspondence and related purchase orders.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Historical Reference File	Permanent		Various airport projects requiring public relations support

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
6.	Media Relations – Speeches/Presentations	5 years		Speeches and PowerPoint presentations to the public (e.g., service clubs, governmental entities or other associations).
7.	Public Relations – Brochures, Printed Publications	Permanent		For historical purposes.
8.	Public Relations – Press Releases	Permanent		For historical purposes.
9.	Photographs – Historical	Permanent		Those deemed by staff to have historical value.
10.	Project Files	4 years		
11.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
12.	RFQs, RFPs – Successful Proposers	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
PUBLIC AFFAIRS AND COMMUNICATIONS DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
13.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer
14.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
15.	Statistics	Permanent		Statistical summaries, monthly FAA Control Tower report; monthly airline reports and other supporting documentation including passenger count, cargo volume, aircraft operations data. For historical purposes.
16.	Studies and Reports	4 years		Customer Service Survey; Economic Impact Report
17.	Videos – Marketing/Promotional Videos	2 years		
18.	Videos – Historical Videos	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Air Space Construction (FAA 7460)	Permanent		
2.	Appointment Books	3 years		
3.	Bidders List	2 years		
4.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
5.	Capital Improvement Program	3 years		Long-range planning document
6.	Capital Improvement Projects (Built)	Permanent	14 CFR §§ 151.53, 151.55 et al	Agreements/Contracts; Asbestos – abatement projects; Bid documents (complete bid package, successful proposer); Certificate of occupancy; Contractor and subcontractor time sheets and invoices (prevailing wages); Construction planning and design; Engineering plans; Environmental review; Hazardous waste disposal (handling and disposal); Plans as proposed and “as built”; State and Federal Licenses, Permits and related documents
7.	Capital Improvement Projects (Not built)	10 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Contracts (Not Capital Improvement Project)	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP § 337	Contracts that are not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently
9.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
10.	Correspondence – FAA/City of Burbank/City of Los Angeles	4 years		Correspondence not related to any project or matter.

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Superseded or Obsolete: Retain minimum 2 years		If regarding a statute, regulation, ordinance, or similarly related regulatory advice, retain until superseded or outdated, but for no less than 2 years.
11.	Grants	Permanent		
12.	Land Uses – Non-conforming	Permanent		
13.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
14.	Purchase Orders (Not Capital Improvement Project)	Date open purchase order is terminated or date of purchase (if single purchase) plus 4 years unless paid for with grant or PFC funds	CCP § 337	Single or on-going purchase orders not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
15.	RFQs and RFPs – Capital Improvement Projects – Successful Proposer	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
16.	RFQs and RFPs – Not Capital Improvement Projects – Successful Proposer	Date contract is terminated plus 4 years unless paid for with grant or PFC funds		Contracts that are not related to a capital improvement project
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
17.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
18.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
19.	Seismic Retrofit Program	Permanent		
20.	Soil Reports	Permanent		
21.	Surveys	Permanent		
22.	Tenant Improvement Documents	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
ENGINEERING AND CONSTRUCTION DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
23.	Underground Storage Tank – Compliance	3 years		Records of compliance with current standards, laws & regulations for underground storage tanks.
24.	Underground Storage Tank – Maintenance and Operations	Permanent		
25.	Underground Storage Tank – Removal	Permanent		
26.	Vehicle Assignment – Log Books, Sign Out Forms	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Airport Noise Monitoring and Complaints	10 years		Includes database records (ANOMS)
2.	Air Quality Management District – Permits and related records (except operational logbooks)	Permanent		Standby emergency generators. Related records include any Notice of Violations (NOVs), Responses to NOVs, and documents supporting Responses to NOVs [For operational logbooks, see Operations and Maintenance Retention Schedule.]
3.	Appointment Books	3 years		
4.	Asbestos – Abatement Project Documents, Testing and Reports	Permanent		
5.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
6.	Capital Improvement Plans – Department Specific	Plan superseded plus 2 years		No structures involved. Example: Noise monitoring system
7.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Includes related correspondence and related purchase orders that do not otherwise fall under another records series with a longer retention period.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
9.	Environmental Hazard Records/Permits	Permanent		Hazardous waste disposal and permits, including documentation of handling (manifest) and disposal; Asbestos abatement; Fuel spills; Sanitary waste spills; Superfund and Operable Unit records; Related permits NOTE: For small fuel spills, see “Environmental Hazard Records - minimal fuel spills”.
10.	Environmental Hazard Records – Minimal Fuel Spills	5 years	Storm Water Discharge Permit No. CAS000001	As defined in Storm Water Discharge Permit No. CAS000001.

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
11.	Environmental Review	Permanent		CEQA and NEPA records
12.	Home and School Sound Insulation Program	Permanent		Includes asbestos abatement, if any
13.	NPDES Permits / Storm Water Regulatory Actions and Plans	Permanent	40 CFR 122.28	National Pollutant Discharge Elimination System permits and annual reports; Construction SWPPP; Correspondence with the Regional Water Quality Board and other agencies; Correspondence with consultant related to permits/reports; Final consultant reports Investigations, violations and site visits; General Industrial SWPPP; Memorandum of Agreement(s) with other agencies and related records regarding joint responses
14.	NPDES Consultant – Contract-Related Records	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contract; Contract administration correspondence; Invoices
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
15.	Noise – California Variance	Records must be retained until completion of a subsequent variance proceeding plus 5 years		Application and plan for California Noise Variance
16.	Noise – Studies and Reports	Permanent	14 CFR Part 150, 161	FAA-required noise studies
17.	Noise Violation – Investigation and Fines	Records must be retained until a noise hearing is held subsequent to closure of the investigation/fine, or close of the matter plus 4 years, whichever is later		
18.	Noise Violation – Fine	Permanent		
19.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
20.	RFQs, RFPs – Successful Proposer	Date related contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
21.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
22.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
23.	Soil Reports	Permanent		
24.	Training – Event Files	Superseded plus 2 years		
25.	Training materials	Training materials superseded with new materials plus 2 years		
26.	Training Records – Personnel (by name)	Termination of employment plus 2 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
TRANSPORTATION, NOISE AND ENVIRONMENTAL DEPARTMENT

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
27.	Transit Oriented Development – Reports and Studies	Completion plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
28.	Transportation Plan	Permanent		Funded by federal grant from 1987; Includes Ground Access Study

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Administration – Information Technology	3 years		Documentation regarding network and file server, including working files and correspondence.
2.	Appointment Books	3 years		
3.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
4.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
5.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contracts for I.T. equipment, products and services. Includes related correspondence and related purchase orders.

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
6.	Department Manual	3 years (unless document is still in active use)		
7.	Information Technology Audit	3 years		
8.	Inventory – Information Systems (hardware and software)	Superseded (but retain minimum 2 years total)		
9.	Network Information Systems (LAN/WAN)	2 years		Network map.
10.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
11.	RFQs, RFPs – Successful Proposer	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
12.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
13.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
14.	Recording Media – Digital Video Surveillance System	1 year	Gov't Code § 34090.6; 53160	Not related to Commission meetings. NOTE: Due to data storage limitations, data (videos) may be overwritten after the specified 1 year time period expires. With approval of this retention schedule, such automatic destruction is hereby approved by the Commission unless a video is subject to a legal hold. If subject to a legal hold, such video shall be timely copied to DVD or other appropriate media.
15.	Recording Media – Audio of Telephone and Radio Traffic Communications	100 days	Gov't Code § 34090.6; 53160	Not related to Commission meetings. NOTE: Due to storage limitations, radio recordings may be overwritten after the specified 100 days time period expires. With approval of this retention schedule, such

**BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
RECORDS RETENTION SCHEDULE
INFORMATION AND COMMUNICATIONS TECHNOLOGY**

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
				automatic destruction is hereby approved by the Commission unless a recording is subject to a legal hold. If subject to a legal hold, the recording shall be timely copied to a different media for retention.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Abandonments/Vacations	Permanent		
2.	Agreements – Concessionaire, Tenant (Lease), Ground Transportation	Date agreement is terminated plus 10 years unless PRP involved (see note)	CCP 326, 337, 337.2, 339.5	NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties,” below.
3.	Agreements – Unsuccessful Leases and Unsuccessful Concession Agreements	3 years		After negotiations commenced, an agreement was not finalized, executed or acted upon.
4.	Agreements – Minor Lease Agreements	Date agreement is terminated plus 4 years unless PRP involved (see note)	CCP 337, 337.2, 339.5	Short term lease agreements for movies, parking, etc. NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties.”
5.	Agreements – Airport Use	Date agreement is terminated plus 10 years unless PRP involved (see note)	CCP 326, 337, 337.2, 339.5	Airline use agreements. NOTE: If Agreement involves a Potentially Responsible Party (PRP), retain permanently. See “Agreements – Potentially Responsible Parties.”
6.	Agreements – Potentially Responsible Parties	Permanent	CERCLA	If any of the above agreements are with “potentially responsible parties,” retain permanently.
7.	Appointment Books	3 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Billing Records	Date contract or lease is terminated plus 10 years	CCP 326, 337, 337.2, 339.5	Billing instructions sent to accounting regarding contracts and properties.
9.	Bond – Personnel Fidelity	Date bond terminated plus 2 years		Notary bond for Commission Secretary and the Home Sound Department.
10.	Bonds – Administration	Date bond is terminated plus 10 years		Performance bonds for parking company; food and beverage.
11.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
12.	Claims and Litigation	Date claim is closed plus 7 years		Personal injury or property damage claims against the Authority and insurance claims. Applies to all records in the file except those scheduled as “Permanent”.
		Permanent		Retain all original claims against the Authority and Authority’s answer to claims; documents initiating litigation, such as complaints/writs filed with court incl. amendments, and defendant’s answer; settlements, judgments, final awards and similar final records terminating the litigation.
13.	Contracts – Purchases or Services	Date contract is terminated plus 10 years unless paid for with grant or PFC funds	CCP 337	Contracts for purchases or services that are administered by the Business, Property & Administrative Services Department. Includes related correspondence and related purchase orders.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
14.	Contracts/Agreements for other Departments	Per Responsible Department Retention Schedule		NOTE: Business, Property & Administrative Services Department holds certain originals in fire-proof file cabinets. The originals are scheduled on the retention schedule of the department that manages the document.
15.	Correspondence – Substantive General Correspondence	4 years		Substantive general correspondence ¹ involving miscellaneous issues that do not fall under any other retention category. If subject matter requires longer retention, use the longer retention period.
16.	Deeds and Promissory Notes	Permanent		
17.	Easements, Dedications, Rights of Way	Permanent		
18.	Facility Rentals / Use – Administration of Conference Rooms Rentals	Date rental is terminated plus 4 years	CCP 326, 337, 337.2, 339.5	

¹ “Substantive correspondence” means correspondence that relates to the conduct of the Authority’s business, is required for future reference by the Authority, and documents actions, decisions, or other matters of importance to the Authority, including any writing that: (1) is required by law to be kept; (2) records the formulation and implementation of policies and decisions (e.g., staff changes, policy setting, strategic planning); or (3) initiates, authorizes, furthers, or completes a transaction of official agency business. Items of correspondence that are not necessary for future reference, such as personal communications, minor transmittals, information provided or received for inclusion in a larger document, preliminary or draft discussions of ideas, and basic scheduling correspondence, for example, are generally non-records and not considered “substantive correspondence.”

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
19.	Incident Reports – Risk management (personal injury, accidents, theft, arson, property damage, etc.)	2 years unless claim or lawsuit filed. (See note)		NOTE: Retain for two years minimum; if claim or lawsuit filed involving Authority, retain per “Claims and Litigation” above.
20.	Insurance – Authority Insurance Policies and Certificates	Permanent		
21.	Insurance – Tenant Policies and Certificates (Non-PRP)	Date insurance is terminated plus 10 years	CCP 326, 337, 337.2, 339.5	Tenant insurance policies.
22.	Insurance – Tenant Policies and Certificates (PRP)	Permanent	CERCLA	Tenants who are potentially responsible parties.
23.	Inventory – Vehicles and Mobile Equipment	8 years		Inventory prepared for Authority’s insurer; not fixed asset inventory.
24.	Legal – Advertising	5 years		Related to RFPs/RFQs issued by department.
25.	Litigation – Civil (Consent Decrees)	Permanent		
26.	Maps and Plats – Recorded Maps, Surveys, Monuments	Permanent		
27.	Master Purchase Agreement – Lockheed	Permanent		
28.	Policies and Procedures - Procurement	Superseded plus 5 years		
29.	Possessory Interest Reports	5 years	CCP 338	Submitted to Los Angeles County assessor’s office

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
30.	Property - Appraisals	Closed plus 10 years		Appraisals performed related to property purchases, property sales, or rental rates.
31.	Property - Purchases	Permanent		Includes purchase and sale agreement, escrow statement, and related records.
32.	Property - Sales	Permanent		Includes purchase and sale agreement, escrow statement, and related records.
33.	Property Management – Logs and Reports	4 years		
34.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
35.	Purchase Orders Related to an Executed Contract	Date contract is terminated plus 10 years unless paid for with grant or PFC funds		
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
36.	Purchase Orders Unrelated to a Contract	Date purchase order is terminated plus 4 years unless paid for with grant or PFC funds		While the purchase order itself is a contract, the purchase orders that fall under this records series do not relate to a separate contract document.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
37.	RFQs, RFPs – Successful Proposers	Date related agreement is terminated plus 10 years unless paid for with grant or PFC funds	CCP 326, 337, 337.2, 339.5	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
38.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
39.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.
40.	Request to Purchase (RTP)	4 years		An internal document authorizing a purchase.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
BUSINESS, PROPERTY & ADMINISTRATIVE SERVICES INCLUDING PURCHASING

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document referenced, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
41.	Vehicle Ownership and Title	Until vehicle is sold or otherwise disposed (if less than 2 years, record must be retained for a minimum of 2 years)		License, title, registration.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
1.	Accounting Records – General	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
2.	Accounts Payable – Invoices, Check Copies, Supporting Documents, Check Register, Reports	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
3.	Accounts Receivable	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
4.	Annual Financial Report	Permanent		
5.	Appointment Books	3 years		
6.	Asset Forfeiture Disbursements/Receipts – Department of Justice (DOJ) Includes monies received and spent through federal/state DOJ asset forfeiture program.	Close of annual financial audit plus 7 years (but not less than the time period described under “Contents/Notes”)	DOJ Guidelines (published April 2009)	Retain for at least 5 years all documents and records pertaining to the Airport Authority’s participation in the Dept. of Justice Equitable Sharing Program and their receipt and expenditure or use of shared cash, proceeds, real property or tangible personal property, including Form DAG-71, Equitable Sharing Agreement and Certification forms, accounting and bookkeeping documents, logs and records, bank records and statements, and audit reports.
7.	Audit Report	Permanent		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

Note: The retention period begins to run from the date of the event, the conclusion of the matter, or the date of the document, whichever is later.

NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
8.	Audit – Other Reports	Permanent		Includes Passenger Facility Charge, Customer Facility Charge, Single Audit Report, etc.
9.	Bank Reconciliations – Statements, Summaries of Receipts, Disbursements, Reconciliations	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
10.	Bonds – Account Statements	Closed plus 10 years	IRC; IRS Regulations; CCP 229, 230, 337.5	Retained while any bonds of a bond issue are outstanding and during the period specified following the final maturity or redemption of the bond issue or, if later, while any bonds that refund bonds of that original issue are outstanding and for the specified period following the final maturity or redemption date of the latest refunding bond issue.
11.	Bonds – Debt Service Payments	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	See explanation under 10.
12.	Bonds – Final Bond Documentation	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	See explanation under 10.
13.	Bonds – Payment Schedule Draw Submitted to Trustee	Closed plus 10 years	IRC; IRS Regulations CCP 229, 230, 337.5	Includes backup documentation supporting payment schedule draw. See explanation under 10.
14.	Budget – Accounting	Close of annual financial audit plus 7 years		

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
15.	Budget Adjustments, Journal Entries, Account Transfers	Close of annual financial audit plus 7 years		
16.	Budget – Working Papers and Reports	3 years		Working papers related to preparation of annual department budget.
17.	Capital Improvement Projects using Federal Grants and/or Passenger Facility Charge (PFC) Revenues	Permanent		Payments and draws.
18.	Cash Disbursement/Receipt	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
19.	Checks – All Including Payroll, Cancelled, Void	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
20.	Contracts	Date contract is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	Contracts for financial products and services, and contracts administered by Financial Services Department. Includes related correspondence and related purchase orders.
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
21.	Correspondence – Substantive General Correspondence	4 years		Miscellaneous substantive general correspondence ¹ unrelated to grants, bonds, PFC, accounts payable or receivable, or any specific project, etc. If subject matter requires longer retention, use the longer retention period.
22.	Cost Recovery – Federal or State Court	Close of annual financial audit plus 7 years		Court-ordered restitution paid to Airport Authority in restitution for the cost of police investigation
23.	Customer Facility Charge – Rental Car Monthly Reports	Close of annual financial audit plus 3 years	Cal. Civ. Code § 1936	
24.	Deferred Compensation – Authority Payments to 401k and 401a	Close of annual financial audit plus 7 years		
25.	Department Manual and/or Policies and Procedures, Departmental (Originals)	Superseded plus 5 years		

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BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
26.	Deposits, Receipts (checks, coin, currency)	Close of annual financial audit plus 7 years		
27.	Employee Time Sheets	Close of annual financial audit plus 7 years	29 CFR 516.2, 516.5, 516.6; 22 CCR 1085-2; 26 CFR 31.6001-1; IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d)	
28.	Federal and State Tax Records – 1096, 1099	Close of annual financial audit plus 7 years	IRC 6041; IRS Regulations	
29.	Federal and State Tax Records – W-4	As long as in effect plus 4 years	26 USC § 3402; Treasury Regulation § 31.6001-2; IRS Pub. 15 (2014), (Circular E)	W-4 Forms filed with Airport Authority by Airport Police and Commissioners
30.	Federal and State Tax Records – Vendor W-9	Date vendor is terminated plus 4 years	IRC 6041; IRS Regulations	Retain for the period the form is in effect plus four years.
31.	Fixed Asset Records	Permanent		
32.	Grants – Financial Records	Permanent		
33.	Investment Transactions – Summary of Transactions, Inventory, Earnings	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	Investment of excess cash.

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FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
34.	Invoices – For Fees Owed, Billings	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	
35.	Ledger – General	Permanent		
36.	Parking Facilities – Daily Audit Package	Close of annual financial audit plus 7 years	CCP 337; IRS Regulations	Records supporting daily parking revenue. Includes Skidata and CPVS systems, and other reports.
37.	Parking Facilities – Individual Parking Tickets, Credit Card Slips and Daily Inventory Report	4 years	BMC 2-4-1914(B) CCP 338	
38.	Passenger Facility Charge	Permanent	14 CFR Part 158; 14 CFR Part 158 Appendix A (B)(10)	Note: Because PFC funds have been used for purchase of land, these records should be retained permanently.
39.	Policies and Procedures - Finance	Superseded plus 5 years		
40.	Public Records Requests	4 years		Public records requests, 14-day extension letters (if any), determination letters, and related records.
41.	Reports – Expense	Close of annual financial audit plus 7 years		

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FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
42.	Reviews – Internal/External Periodic-Audit	Close of annual financial audit plus 7 years		
43.	RFQs, RFPs – Successful Proposers	Date contracted is terminated plus 4 years unless paid for with grant or PFC funds	CCP 337	
		Permanent (See note re: Grants and PFC)		NOTE re: Grants and PFC: If paid for with grant funds or Passenger Facility Charge (PFC) funds, retain records permanently.
44.	RFQs, RFPs – Proposals or Statements of Qualification from Unsuccessful Proposers	3 years		Proposals and statements of qualification received in response to an RFQ or RFP, which were not chosen by the Airport Authority; no agreement was entered into with the unsuccessful proposer.
45.	RFQs, RFPs – Cancelled Solicitations	3 years		After an RFQ or RFP was issued, it was cancelled and no agreement was finalized, executed or acted upon. Records covered by this record series include the RFQ or RFP and any proposals or statement of qualifications received by the Airport Authority.

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY RECORDS RETENTION SCHEDULE
FINANCIAL SERVICES

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NO.	RECORD SERIES DESCRIPTION	RETENTION PERIOD	CITATION	CONTENTS/NOTES
46.	Salary (Payroll) Records	Close of annual financial audit plus 7 years	29 CFR 516.2, 516.5, 516.6; 22 CCR 1085-2; 26 CFR 31.6001-1; IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d)	Labor distribution reports and time cards.
47.	Surplus Property – Auction	Close of annual financial audit plus 7 years		
48.	Surplus Property – Disposal	Close of annual financial audit plus 7 years		
49.	Travel Expense Reports	Close of annual financial audit plus 7 years		
50.	Warrant Register	Close of annual financial audit plus 7 years		