



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Aircraft Operations Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Aircraft Flight Reports and Summaries

CUTOFF: End of Calendar Year

DESCRIPTION: Documents of general aircraft usage and monthly summaries of daily flight logs. Records include, but are not limited to: flight logs, manifests, and purposes of flights. Records created per 49 U.S.C. 44909.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21285

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Aircraft Registration Certificates

CUTOFF: End of State Fiscal Year in Which Aircraft is Surplused or Destroyed

DESCRIPTION: Certificates of registration showing that aircraft meet federal eligibility requirements for registration as outlined by 49 U.S.C. 44102-44103.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3132

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Speed Check Reports

CUTOFF: End of Calendar Year

DESCRIPTION: Arrest reports used by pilots to record witnessed speed and traffic violations. Records include, but are not limited to, speed check reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21288

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023