### Aircraft Flight Reports

**Title:** Aircraft Flight Reports  
**Cutoff:** End of Calendar Year  
**Description:** Documentation of the use of aircraft, passengers present on flights, and the individual flight times. Records include, but are not limited to, daily flight logs and flight manifests. Records created per 49 U.S.C. 44909.  
**Retention:** Years: 5 Months: 0 Days: 0  
**Notes:** Information used for developing monthly summary reports (see series 21286).  
**Series:** 21285  
**Series Status:** Approved  
**Approval Date:** 11/15/2016  
**Disposition Action:** Destroy

### Aircraft Registration Certificates

**Title:** Aircraft Registration Certificates  
**Cutoff:** End of State Fiscal Year in which aircraft 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:**  
**Series:** 3132  
**Series Status:** Approved  
**Approval Date:** 11/15/2016  
**Disposition Action:** Destroy

### Annual Summary

**Title:** Annual Summary  
**Cutoff:** EOCY  
**Description:** An annual report of daily flight log and monthly summaries prepared for the commanders and troop pilots. Each pilot maintains their own records to show their flight time, should they leave the Highway Patrol.  
**Retention:** Years: 5 Months: 0 Days: 0  
**Notes:**  
**Series:** 21287  
**Series Status:** Approved  
**Approval Date:** 8/2/2007  
**Disposition Action:** Destroy
### Monthly Mechanical Status Report

**TITLE:** Monthly Mechanical Status Report  
**DESCRIPTION:** Monthly reports prepared by the Aircraft Division on repairs, bills, etc. for upkeep of aircraft. May be destroyed after conclusion of state audit if completed before end of retention period.  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21284  
**APPROVAL DATE:** 8/2/2007

### Monthly Summary (SHP-595)

**TITLE:** Monthly Summary (SHP-595)  
**DESCRIPTION:** A monthly report of pilot's activities used for the annual report.  
**RETENTION:** Years: 5 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21286  
**APPROVAL DATE:** 8/2/2007

### Speed Check Report

**TITLE:** Speed Check Report  
**DESCRIPTION:** Form SHP-373 which is a report of arrest used by pilots to record witnessed speed and traffic violation information. The recorded information includes date, time of violation, violator's time through a measured distance and the corresponding speed, officer information and enforcement action taken. Form is maintained for reference by the pilot to be used for possible future court action.  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 21288  
**APPROVAL DATE:** 8/2/2007