

Records Retention Schedule

	Third Party (Part 107 or COA)	Employee Public COA	Employee Part 107	Students and Hobbyist	Retention
Liability Waiver	Yes	N/A	N/A	N/A	AC+4yrs
Past year reportable accident reports and any current flight accidents	Yes	Yes	Yes	Yes	CE+5 yrs.
Current contract applicable to current activity	Yes	N/A	N/A	N/A	AC+4 yrs
Certificate of Insurance	Yes	N/A	N/A	N/A	AC+4 yrs
FAA COA	Yes	Yes	Yes	N/A	AC+4 yrs
Flight and Maintenance Records for the last three months prior to current flight. For commercial certifications, a review of maintenance and maintenance records and note any discrepancies or issues	Yes	Yes	Yes	Yes	AC+1 yrs
Current Contingency Management and Mishap Response Plan (Mission Brief and Safety Risk Matrix)	Yes	Yes	Yes	Yes	AC+1 yrs
Remote Pilot Certificate	Yes	Yes	Yes	N/A	AC+1 yrs
Local TAMUS Application to Fly UAS	Yes	Yes	Yes	Yes	AC+1 yrs