

CLEMSON UNIVERSITY

DIRECTOR OF FISCAL AFFAIRS  
DIRECTOR OF CAMPUS SERVICES  
FLIGHT SERVICES

*FLIGHT SERVICES*

CU 13946 **FLIGHT LOGS AND PASSENGER MANIFEST**

Description:

Used to document the activity and passengers of university aircraft. Records consist of trip sheets, or logs, with the following flight information: purpose of trip; names of crew; date; starting and ending times; departure and arrival points; and layover/waiting time. In addition, this record contains the following billing information: passenger's name and signature; trip type; department name; account number; flight and billing costs; and related information.

Retention:

University Office: Until no longer needed for reference.

University Archives: Selection of needed documentation Permanent.

Schedule approved 6/15/2004