

TABLE 66-8

EQUIPMENT MAINTENANCE (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	documents used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and documenting the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification	time compliance technical order (TCTO) products not covered by table 66-3	destroy after receipt and verification of next report (EXCEPTION: when mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year).
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner.
3			weekly maintenance plan	*destroy when no longer needed or after 2 years, whichever is sooner.
3.1			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner.
4			visual aids	destroy when replaced, obsolete or no longer needed.
5			special qualification certificate	
6			data transmittal documents	destroy after 1 month or sooner if no longer needed.
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	
9			punch card transcripts used as source documents for computer products	destroy when computer product is verified.
10		job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner.	

N/C

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