

AVIATION MANAGEMENT & FLIGHT MAINTENANCE

210.01 Annual Parts Inventory File

Dates: 1974 -
Volume: 7 bound volumes
Annual Accumulation:
Arrangement: Chronological

This record series consists of the annual inventory of parts.

This item supersedes State Records Application 87-63, item 95, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain until administrative value has expired, then dispose of.

210.02 Returned Goods Forms File

Dates: 1975 -
Volume: 2 3/4 Cu. Ft.
Annual Accumulation:
Arrangement: Alphabetical by vendor,
Chronological within
vendor file

This record series consists of forms used for the returning of parts for repair or refund.

This item supersedes State Records Application 87-63, item 96, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the

supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

210.03 Service Bulletins and Instructions and FAA Regulations File

Dates: 1960 -
Volume: 44 Cu. Ft.
Annual Accumulation: 1 1/2 Cu. Ft.
Arrangement: Chronological

This record series consists of service bulletins and instructions issued by the respective manufacturers. Also included are the FAA documents consisting of airworthiness directions, aircraft specifications, regulations, etc.

This item supersedes State Records Application 87-63, item 97, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office until administrative value has expired, then dispose of.

210.04 Aircraft Maintenance Logs and Work Orders (Originals)

Dates: 1960 -
Volume: 5 Cu. Ft.
Annual Accumulation Negligible
Arrangement: By aircraft

The maintenance logs are kept physically within each aircraft. The recommended disposition for the logs and work orders is based on FAA regulations.

This item supersedes State Records Application 87-63, item 98, to provide for the incorporation of the file series into this revised

records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain in office for two (2) years after the retirement of the respective aircraft, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.