

CHAPTER 6

EQUIPMENT HISTORICAL RECORDS

6-1. Objectives.

- a. Historical records are permanent and are maintained on personal property to track it's maintenance history and to show the item's life cycle operational and non operational history.
- b. Historical records show trends and data that may used in gauging the economic feasibility of repairing an item versus acquiring a replacement.
- c. These records should be consolidated and securely stored in a manner that helps prevents their destruction, damage, or being misplaced.
- d. Historical records provide managers valuable information on personal property usage, gains, losses, transfers, modifications, and on the OAP.
- e. The only reason that justifies remaking a replacement historical form, is when the record has been lost or damaged so that the data is no longer legible.
- f. Historical records will are to be filled out in ink or typewritten, unless specifically stated otherwise in instructions for the form.

6-2. Contents.

- a. A maintenance history jacket file should be maintained for each equipment item or equipment system, as appropriate.
- b. The jacket file should contain such items as maintenance forms, purchase documentation, applicable work orders, and vendor service reports and invoices.