

**Perform Air International Inc.**  
**Section: I.15**  
**Att.52.07 – Records Retention Table**

<b>Document Name</b>	<b>Dept. From</b>	<b>Form #/Reference (If Applicable)</b>	<b>Minimum Years Retained</b>	<b>Storage Location</b>	<b>Retrieval Authorization</b>	<b>Disposition Authorization</b>
<b>Department 52 Admin/Executive</b>						
Corporation Meeting Minutes	52	Hardcopy or Electronic	Indefinite	Corporate Secretary	Corporate Secretary	President
Proposal Project Review and Approval	52	<i>V.A-52.03</i>	Indefinite	Electronic	President	President
Confidentiality / Non-Disclosure Agreement	52	<i>V.A-52.04</i>	2 Years after end of contract	Sales	Exec Vice President of Sales / Marketing	Executive Vice President Operations
Stock Transfer Ledger	52	V.A-52.05	Indefinite	Corporate Secretary	Corporate Secretary	President
<b>Department 53 Accounting/Finance</b>						
Checks (General and Payroll)	53	<i>Electronic</i>	7 Years	Accounting	Accounting Manager	President
Invoice	53	Electronic	5 Years	Electronic	Per Electronic Security	Accounting Manager
Accounts Payable Detail	53	Vendor Generated	Current Fiscal Year	Electronic	Accounts Payable Manager	Accounting Manager
Accounting Posting Journals	53	Computer Generated	3 Years	Electronic	Accounting Manager	Accounting Manager
Tax Records	53	IRS/State Issued	7 Years	Outside CPA President	President	President
Account Reconciliation	53	<i>V.A-53.01</i>	5 Years	Accounting	Accounting Manager	Accounting Manager
Business Credit Application	53	<i>V.A-53.02</i>	2 Years From Last Sale	Accounting	Credit / Collection Manager	Accounting Manager
Employee Expense Report	53	<i>V.A-53.04</i>	7 Years	Accounting	Accounts Payable Manager	Accounting Manager

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<b>Department 54 Purchasing</b>						
Purchase Order	54	Electronic	3 Years	Electronic	Purchasing Manager	Executive Vice President Supply Chain Management
Diamond Excellence Vendor Status Request Form	54	<i>V.A-54.02</i>	1 Year	Electronic	Purchasing Manager	Executive Vice President Supply Chain Management
Purchase Requisition	54	<i>V.A-54.07</i>	1 Year	Electronic	Executive Administrative Assistant	Executive Administrative Assistant
Diamond Excellence Certificate	54	<i>V.A-54.08</i>	1 Year	Electronic	Purchasing Manager	Executive Vice President Supply Chain Management
Parts Transfer Forms	54	<i>V.A-54.09</i>	11 Years after use	Electronic	Quality Assurance Dept	President
Purchasing Worksheet	54	<i>V.A-54.11</i>	1 Year	Electronic	Purchasing Manager	Executive Vice President Supply Chain Management

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<i><b>Department 55 Operations/Maintenance</b></i>						
Calibration Tool Checkout	55	<i>V. 55.01</i>	1 Year	Electronic	<i>Quality Assurance Dept.</i>	<i>Quality Assurance Manager</i>
Preventive Maintenance Program	55	<i>V. 55.02</i>	3 Years	Electronic	Quality Assurance Dept.	Quality Assurance Manager
Preventive Checklist Wall Crane	55	<i>V. 55.08</i>	3 Years	Electronic	Quality Assurance Dept.	Quality Assurance Manager
Consumables Inventory Tracking	55	<i>V. 55.10</i>	1 Year	Electronic	Quality Assurance Dept.	<i>Quality Assurance Manager</i>
Preventive Checklist Paint Booth	55	<i>V. 55.11</i>	3 Years	Electronic	Quality Assurance Dept.	Quality Assurance Manager
Tooling Checkout	55	<i>V. 55.12</i>	1 Year	Electronic	<i>Quality Assurance Dept.</i>	Director of Operations
Penetrant Process Control Log	55	<i>V. 55.15</i>	7 Years from date of RTS	Electronic	<i>Quality Assurance Manager</i>	<i>Quality Assurance Manager</i>
Process Control Form MPI	55	<i>V. 55.13</i>	7 Years from date of RTS	Electronic	<i>Quality Assurance Manager</i>	<i>Quality Assurance Manager</i>

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<b><i>Department 56 Warehouse</i></b>						
Inventory Spoilage Sheet	56	V.A-56.01	1 Year	Electronic	Warehouse Manager	Materials Handling Manager
<b><i>Department 57 Sales/Marketing</i></b>						
Customer Satisfaction Survey	57	Web-Based	2 years	Electronic	Sales Department	Executive Vice President Operations
Business Review	57	Electronic III.42	Indefinite	Electronic	Sales Department	Executive Vice President of Sales
Contract Template	57	Electronic III.43, 6.1	Indefinite	Electronic	Sales Department	Executive Vice President of Sales
Pricing Spreadsheet	57	Electronic III.43, 6.2	Indefinite	Electronic	Sales Department	Executive Vice President of Sales
Additional Customer Requirements	57	Electronic III.43, 6.3	Indefinite	Electronic	Sales Department	Executive Vice President of Sales

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<b><i>Department 60 Quality Control</i></b>						
FAA Authorized Dual Release Certificate	60	FAA Form 8130-3 <i>Electronic</i>	11 Years from date of RTS	Electronic	Quality Control Dept.	President
CAAC Authorized Release Certificate	60	CAAC Form AAC-038 <i>Electronic</i>	11 Years from date of RTS	Electronic	Quality Control Dept.	President
Expired Shelf-Life Report	60	Electronic	1 Year	Electronic	Executive Vice President Supply Chain Management	Quality Control Manager
Temperature Monitor Records	60	Monitor Graph (No Form #)	2 Years	Electronic	Quality Control Dept.	Quality Control Manager
QC Stamp Audit Form	60	<i>V. 60.13</i>	Indefinite	Electronic	Quality Control Dept.	Quality Control Manager
Serviceable Tag – Materiel	60	<i>V. 60.14</i>	11 Years from date of RTS	Electronic	Quality Control Dept.	President
Teardown Report	60	PAI2001	11 years after date of RTS	Electronic	Per Electronic Security	President
Unserviceable/Repairable Tag	60	PAI2005	11 Years from date of RTS	Electronic	Quality Control Dept.	President
Unserviceable/Rejection Tag	60	PAI2006	11 Years from date of RTS	Electronic	Quality Control Dept.	President
Component Repair Worksheet	60	PAI3001A / PAI3001 (prev. revision)	11 Years from date of RTS	Electronic	Quality Assurance Dept.	President
<b><i>Department 61 Customer Support</i></b>						
Customer Repair Order	61	Customer Issued <i>Electronic</i>	11 Years	Electronic	Per Electronic Security	Director Customer Support

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<b>Department 62</b> <b>Human Resources</b>						
Form I-9, Employment Eligibility Verification Form	62	19	Latter of 3 years after hire date or 1 year after termination	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Employer's Report of Industrial Injury	62	Form ICA 04-0101	5 Years	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Log of Work-Related Injuries	62	OSHA 300	5 Years	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Summary of Work-Related Injuries or Illnesses	62	OSHA 300A	5 Years	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Injury & Illness Incident Report (If required)	62	OSHA 301	5 Years	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Drug / Alcohol Records	62	Various	As Per Procedure	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Personnel File	62	Various (Refer to Section V.A Dept. 62 for applicable forms)	Indefinite	Human Resources Dept.	Human Resources Dept.	Director Human Resources
Visitor Log	62	V.A-62.23	1 Year	Electronic	Human Resources Dept.	Director Human Resources

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<b><i>Department 63 Quality Assurance</i></b>						
Parts Certification	63	Vendor Generated	11 Years after use or sale	Electronic	Quality Assurance Dept.	President
Management Review Minutes	63	<i>Electronic</i>	5 Years	Electronic	Management Representative	Management Representative
<i>External Audit Reports</i>	63	Electronic	5 Years	Electronic	Quality Assurance Manager	President
Manual Change Request Form	63	<i>V. 63.01</i>	1 Year	QA Dept.	Quality Assurance Dept.	Quality Assurance Manager
Calibration Records	63	<i>V. 63.02, V. 63.10 2004 (Previous Revision) Vendor Generated</i>	5 Years	Electronic	Quality Assurance Dept.	Quality Assurance Manager
Audit Assessment Form	63	<i>V. 63.03</i>	5 Years	Electronic	Quality Assurance Dept.	Management Representative
<i>Sub-Contract Vendor Quality Audit Checklist</i>	63	<i>V. 63.04</i>	<i>3 Years</i>	<i>Electronic</i>	<i>Quality Assurance Manager</i>	<i>Quality Assurance Manager</i>
Records Disbursement Log	63	<i>V. 63.05</i>	Until Records or form completion	Electronic	Quality Assurance Manager	Quality Assurance Manager
<i>Sub-Contract Vendor Audit &amp; Checklist</i>	63	<i>V. 63.06</i>	3 Years	Electronic	Quality Assurance Manager	Quality Assurance Manager
Manual Control Form	63	<i>V. 63.07</i>	1 Year	Electronic	Quality Assurance Manager	Quality Assurance Manager
Manual Control Log	63	<i>V. 63.08</i>	<i>Until log is changed.</i>	Electronic	Quality Assurance Manager	Quality Assurance Manager
Departmental Capability Self-Evaluation	63	<i>V. 63.13</i>	3 Years	Electronic	Quality Assurance Manager	President
Limited Rating Capability Self-Evaluation Checklist	63	<i>V. 63.16</i>	Indefinite	QA Dept.	Quality Assurance Manager	President

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<b>Department 66 Training</b>						
Employee Training Record or Training Report	66	<i>V. 66.01</i> Computer Generated	2 Years after termination	Electronic	Training Department	<i>Director of Training</i>
Employee Training Needs Assessment Form	66	<i>V. 66.02</i>	3 Years after termination	Electronic	Training Department	<i>Director of Training</i>
Ambient Light Test	66	<i>V.A-66.03</i>	11 Years	Electronic	Training Department	<i>Director of Training</i>
Employee Visual Acuity Record	66	<i>V.A-66.04</i>	2 Years after Termination	Training Department	Training Department	<i>Director of Training</i>
Class Roster	66	<i>V. 66.08</i>	1 Year	Training Department	Training Department	<i>Director of Training</i>
<i>Employee NDT Certification Record</i>	66	<i>Various</i>	<i>2 Years after termination</i>	<i>Electronic</i>	<i>Training Department</i>	<i>Director of Training</i>
<b>Department 67 Engineering</b>						
Request for Equivalency Evaluation	67	<i>FCM XIII.15 67.02</i>	Until Form 67.04 is issued or Request Rejected	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Repair Checklist Form	67	<i>FCM XIII.15 67.03</i>	Until EO Cancellation	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Equivalency Form	67	<i>FCM XIII.15 67.04</i>	2 Years after Revision	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Major/Minor Repair Logic Diagram	67	<i>FCM XIII.15 67.05</i>	Until EO Cancellation	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Change Order	67	<i>FCM XIII.15 67.07</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>



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Engineering Change Request	67	<i>FCM XIII.15 67.08</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
AS9102 FAIR Form 3	67	<i>FCM XIII.15 67.09</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
SAE 9102 Form	67	<i>FCM XIII.15 67.10</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Design Attendance Sign In Sheet	67	<i>FCM XIII.15 67.11</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Design Checklist	67	<i>FCM XIII.15 67.12</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Engineering Design Action Item Form	67	<i>FCM XIII.15 67.13</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Process, Material, Chemical Change EC Review	67	<i>FCM XIII.15 67.14</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Routing Traveler BOM Change Request Form	67	<i>FCM XIII.15 67.15</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Environmental Reports	67	Misc. Hazardous Waste Reports	5 Years	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Design and Development Traveler	67	<i>FCM XIII.15 67.19</i>	Indefinite	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>
Hazardous/Non-Hazardous Waste Manifest	67	EPA Form 8700-22	5 Years	Electronic	Engineering Department	<i>Executive Vice President Engineering</i>

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<b><i>Department 68 Shipping/Receiving</i></b>						
Commercial Shipping Invoice	68	Electronic	11 Years	Electronic	Shipping/Receiving Dept.	Materials Handling Manager
<b><i>Department 70 Internal Evaluation</i></b>						
<i>Internal Audit Reports</i>	70	Electronic	5 Years	Electronic	<i>Internal Evaluation Department</i>	<i>President</i>
SMS Reports	70	Electronic	5 Years	Internal Evaluation Department	Internal Evaluation Department	President
<b><i>Any Department</i></b>						
Customer Documents	Any	Electronic	As per Customer Instructions	Electronic	Quality Assurance Dept.	<i>Quality Assurance Manager</i>
Departmental Status Reports	All	Electronic	5 Years	Dept. Mgmt.	Management	Management
CAPA	All	Electronic	Indefinite	Electronic	N/A	<i>Quality Assurance Manager</i>
Hazards Reporting Form	Any	Electronic	10 Years	Electronic	Internal Evaluation Dept.	President
Departmental Risk Assessment	Any	V.A-52.11 Electronic	Indefinite	Electronic	Internal Evaluation Dept.	President