

These are recommendations for files to store in the Installation Folder, and if they should be kept after project completion.

File Type	Keep After Project Completion
Construction Task Order	Yes
Construction Work Order	Yes
Flight Check Procedure	Yes
Government Furnished Materials	Yes
Inspection Report of Materiel or Service (DD Form 256)	No
Installation Progress Reports	No
Manufacturers Packing List	Yes
NOTAMS	No
Outage Requests	Yes
Receiving Report	No
Shipping Documentation	No
Training Needs Assessment	No
TSSC Work Releases	No
Work Orders	Yes