

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 9

MOTOR POOL MAINTENANCE AND OPERATIONS RECORDS

9-1. Automobile Titles

Records are proof of state ownership of the vehicle

Retention

Record copy: Retain until vehicle is sold and then transfer to buyer.

Duplicate copies: Retain until vehicle is sold and then destroy.

9-2. Certificates of Mileage

Certificates issued by the dealer/manufacturer certifying the mileage is accurate on each vehicle purchased by the state.

Retention

Record copy: Retain by Motor Pool Office for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-3. Fuel Sales Tickets

Hard copies and electronic documentation of sales tickets filed in support of paid vouchers for credit card purchases of fuel.

Retention

Record copy: Retain by State Fleet for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-4. Insurance Adjuster's Estimates

Adjuster's reports on vehicle repair estimates following an accident.

Retention

Record copy: Retain by agency for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-5. Manufacturer's Statement of Origins

Verification by the manufacturer of the vehicle's manufactured origin.

Retention

Record copy: Retain by Motor Pool for life of vehicle and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-6. Motor Pool Cost Files

Motor pool vehicle ledgers and work sheets providing cost and expense data.

Retention

Record copy: Retain by Motor Pool for 5 years or life of the vehicle, whichever is longer, and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

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9-7. Motor Pool Public Employee Operational Files

Records relating to individual employee operations of government-owned vehicles, including driver tests, rental authorizations, safe driving awards, and correspondence.

Retention

Record copy: Retain by Motor Pool for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-8. Motor Pool Release Files

Records relating to the transfer, sale, donation, or exchange of state vehicles.

Retention

Record copy: Retain by Motor Pool for 3 years after vehicle leaves custody and then destroy.

Duplicate copies: Retain by agency for 1 year after vehicle leaves agency custody and then destroy.

9-9. Motor Pool Vehicle Maintenance Files

Maintenance records, including those relating to service and of state vehicles.

Retention

Record copy: Retain by Motor Pool until obsolete (usually for the lifetime of the vehicle) and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-10. Motor Pool Vehicle Trip Logs

Logs completed to monitor mileage traveled in state vehicles. Information includes name of agency, driver's name, beginning and ending odometer reading, and comments concerning problems with the vehicle.

Retention

Record copy: Retain by Motor Pool for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

9-11. Vehicle Registration Certificates

Copies of legal registrations required by law to be maintained with each car.

Retention

Record copy: Retain by Motor Pool Office until vehicle is sold and then transfer to buyer.

Duplicate copies: Retain until vehicle is sold and then destroy.

9-12. Vehicle Repair Work Order

Requests to perform maintenance on a vehicle and the actual work performed.

Retention

Record copy: Retain by Motor Pool Office for the life of the vehicle and then destroy.

Duplicate copies: Retain by agency for 6 months and then destroy.

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9-13. Automated Fuel Pump Logs

Documentation that identifies vehicle ID number, driver validations, odometer reading, date, pump used and fuel dispensed.

Retention

Record copy: Retain by Motor Pool for 3 years and then destroy. These may be electronic or manual formats

9-14. Vehicle Scheduling Logs and Reports

Record of vehicle assignments and type, agency, driver name, destination, date and time track, etc.

Retention

Record copy: Retain by Motor Pool for 3 years and then Destroy. These may be electronic or manual formats