

**SCHEDULE NO. 35**

**FLEET AND EQUIPMENT RECORDS**

General Description: Records documenting the operation of vehicles and equipment.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

**35.010 EQUIPMENT RECORDS IN GENERAL**

Records pertaining to all types of equipment, mechanisms and systems and their maintenance, inspection and repair history, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) systems; disaster warning systems; elevators; sump pumps; power generators; boilers; measuring and weighing devices; tools; office equipment, recording systems; etc. Documentation includes warranties, operating manuals, calibration and testing records, inspections, vehicle registration certificates, titles, bills of sale, etc.

Retention: Until equipment is no longer under municipal control or life of equipment + 1 year and/or after audit, unless another retention period is required by law or specified elsewhere in this Retention Schedule

**35.020 FUEL USE RECORDS**

Records pertaining to fuel usage, including periodic fuel usage reports.

Retention: 2 years

**35.030 MAINTENANCE AND SAFETY RECORDS - VEHICLES AND EQUIPMENT**

**A. Driver Vehicle Inspection Reports**

Vehicle inspection reports and documentation of corrective actions taken to address defects or deficiencies noted during the inspection done by the driver prior to each operation of a commercial motor vehicle. Note: A legible copy of the last vehicle inspection report is to be carried in the vehicle.

Retention: 3 months [49 CFR 396.11]

**B. Inspection and Maintenance Documentation**

Records pertaining to maintenance and inspections performed for vehicles and equipment, including those records required by State and Federal regulations; includes manufacturer-issued manuals and warranties, inspection reports, vehicle maintenance histories and work orders providing the only available vehicle history. [General Reference: 49 CFR 396.21 requires annual inspection reports of commercial motor vehicles to be retained for 14 months after the inspection where the vehicle is housed or maintained.]

Retention: Until vehicle or equipment is no longer under municipal control or life of vehicle or equipment + 1 year

**C. Work Orders**

Documentation of requests and authorizations for vehicle and equipment work.

Retention: 2 years, unless work order provides the only available vehicle history, in which case it should be retained for life of vehicle or equipment + 1 year

**Cross References**

- Agreements and contracts - 40.030, Agreements and Contracts
- Auction records - 30.030.B, Disposition Records
- Communication systems - 55.010, Communication Systems Records
- Computer systems - 55.020, Computer System Records
- Correspondence and general documentation - 40.100, Correspondence and General Documentation
- Fire department apparatus - 100.050.B, Apparatus Inspection Records
- Insurance - 105.010, Insurance Records
- Inventories - 30.030.C, Inventories
- Policies and procedures - 40.220, Policies and Procedures Documentation
- Purchasing - 30.170, Purchasing Records
- Reports - 40.290, Reports
- Rules, regulations and standards - 40.310, Rules, Regulations and Standards