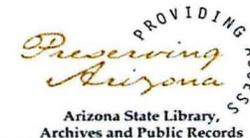




**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Equipment and Vehicle Services**

**Schedule Number:  
GS 1034**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** This schedule supersedes #000-12-24, signed March 15, 2012.

Approval Authorized by:		Date:	
		12/29/15	
Ted Hale, State Records Management Officer, Secretary of State			
Retention review and approval by:		Date:	
		12/24/15	
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Archival review and approval by:	
		Date:	
		12/24/2015	
		Melanie Sturgeon, State Archivist, Secretary of State	

**RECORDS MANAGEMENT CENTER**

**General Records Retention Schedule for  
All State And Local Agencies  
Equipment / Vehicle Services Records  
GS 1034**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	<p><b>Accident Reports</b> Involving public body employee and publicly owned vehicles / equipment.</p> <p>Please see the <i>Administrative and Management Records</i> General Retention Schedule.</p>		
10479.	<p><b>Alternate Fuel Usage Reports</b> Including, but not limited to, ethanol, LPG, and natural gas.</p>	3	After created or received.
10480.	<p><b>Equipment / Vehicle Assignment Records</b> Includes records documenting assignment of equipment / vehicles to specific employees.</p>	3	After superseded or obsolete.
10481.	<p><b>Equipment / Vehicle Inventory Reports</b> Includes parts inventories.</p>	3	After created.
10482.	<p><b>Equipment / Vehicle Operation and Maintenance Manuals</b></p>	-	After disposal of equipment / vehicle.
10483.	<p><b>Equipment / Vehicle Inspection / Test Records and History Records</b> Includes equipment specification records for specific equipment / vehicle (including fire hoses and school buses), maintenance logs and other maintenance records, and recall records (including notices and other related records received from manufacturer regarding defects and their correction).</p>	3	After disposal of equipment / vehicle.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10484.	<b>Equipment / Vehicle Request Records</b> Includes requests to use fleet vehicles.	3	After created or received.
10485.	<b>Extended Dispatch Tickets</b> Includes records where service sent to disabled vehicle.	3	After created or received.
10486.	<b>Firearm Records</b> Includes Federal Firearm License.	10	After disposal of equipment.
10487.	<b>Fuel Operations Records</b> Including, but not limited to, Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA) and / or county permits and reports, and fuel system inspection records.	10	After expired.
10488.	<b>Fuel Storage Tank Records - Records Indicating Location, Dimension, Volume and Output of Tanks</b>	5	After created.
10489.	<b>Fuel Storage Tank Records - Records Documenting Volatile Organic Liquid (VOL) Records</b> Includes liquid stored, period of storage and the maximum true vapor pressure of tank.	2	After created.
10490.	<b>Fuel Storage Tank Records - Inspection Records</b> Includes documentation of daily tank inspections.	5	After created.
10491.	<b>Fuel Storage Tank Records - Gap Measurement Records</b>	2	After created.
10492.	<b>Fuel Tax Reports</b>	5	After created or received.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10493.	<b>Maintenance / Repair Work Order Records</b> Includes tracking records for maintenance requested / performed, not records on specific vehicles / equipment.	3	After work order closed.
10494.	<b>Plate / Registration Records - Undercover Plates</b> Includes requests and renewals.	1	After expired or revoked.
10495	<b>Plate / Registration Records - All Other Plates</b> Includes requests and renewals, and government standard plates.	1	After disposal of vehicle.
10496.	<b>Taxi Trip Tickets</b>	3	After created or received.
10497.	<b>Title Records</b> Includes vehicles.	-	After disposal of vehicle / equipment.
10498.	<b>Use Fuel Reports and Fuel Pump Receipts / Transaction Records</b>	3	After created or received.
10499.	<b>Vehicle Charge-Back, Mileage and Expense Records</b> Including, but not limited to, changes to requests, fuel receipts, mileage logs, and rental invoices.	3	After created or received.
10500.	<b>Vehicle Emission Test Results</b>	3	After test conducted.
10501.	<b>Walk-around Inspection Records</b> Checklists performed by drivers before driving publicly owned vehicle.	3 months	After created or received.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10502.	Warranty Records	-	After expired, or after disposal of equipment / vehicle, whichever is longer.

**Supersedes schedule #000-12-24, signed March 15, 2012.**