



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Equipment/Vehicle Services Records

Schedule Number:
000-11-28

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 6/21/11

**Records Retention Schedule for
All Public Bodies
Equipment/Vehicle Services Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Accident Reports (involving public body employee and publicly owned vehicles/equipment) a. Personal injury b. No personal injury c. Involving minors	5 3 -	After fiscal year accident occurred After fiscal year accident occurred After fiscal year of minor's 19 th birthday
2.	Alternate Fuel Usage Reports (including natural gas, LPG, ethanol, and other related records)	3	After fiscal year created or received
3.	Equipment/Vehicle Assignment Records (including records documenting assignment of equipment/vehicles to specific employees)	3	After fiscal year superseded or obsolete
4.	Equipment/Vehicle Inventory Reports (including parts inventories)	3	After fiscal year created
5.	Equipment/Vehicle Operation and Maintenance Manuals	-	After fiscal year of disposal of equipment/vehicle
6.	Equipment/Vehicle Inspection/Test Records and History Records (including maintenance logs and other maintenance records, recall records (including notices and other related records received from manufacturer regarding defects and their correction) and equipment specification records for specific equipment/vehicle including fire hoses and school buses)	3	After fiscal year of disposal of equipment/vehicle but no more than 5 years after fiscal year of disposal of equipment/vehicle
7.	Equipment/Vehicle Request Records (including requests to use fleet vehicles)	3	After fiscal year created or received
8.	Extended Dispatch Tickets (including records where service sent to disabled vehicle)	3	After fiscal year created or received

**Records Retention Schedule for
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
9.	Firearm Records (including Federal Firearm License)	Permanent	Preserve pursuant to ARS §39-101
10.	Fuel Operations Records (including Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA) and/or county permits and reports, fuel system inspection records and other related records)	10	After fiscal year expired but no more than 20 years after either fiscal year created or received
11.	Fuel Storage Tank Records		
	a. Records indicating location, dimension, volume and output of tanks	5	After fiscal year created
	b. Records documenting volatile organic liquid (VOL) records (including liquid stored, period of storage and the maximum true vapor pressure of tank)	2	After fiscal year created
	c. Inspection records (including documentation of daily tank inspections)	5	After fiscal year created
	d. Gap measurement records	2	After fiscal year created
12.	Fuel Tax Reports	5	After fiscal year created or received
13.	Maintenance/Repair Work Order Records (including tracking records for maintenance requested/ performed, not records on specific vehicles/equipment)	3	After fiscal year work order closed
14.	Plate/Registration Records (including requests and renewals)		
	a. Undercover plates	1	After fiscal year expired or revoked
	b. All other plates (including government standard plates)	1	After fiscal year of disposal of vehicle
15.	Taxi Trip Tickets	3	After fiscal year created or received
16.	Title Records (including vehicles)	-	After disposal of vehicle/equipment
17.	Use Fuel Reports and Fuel Pump Receipts/Transaction Records	3	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
18.	Vehicle Charge-back, Mileage and Expense Records (including mileage logs, rental invoices, changes to requests, fuel receipts, and other related records)	3	After fiscal year created or received
19.	Vehicle Emission Test Results	3	After fiscal year test conducted
20.	Walk-around Inspection Records (checklists done by drivers before driving publicly owned vehicle)	3 months	After fiscal year created or received
21.	Warranty Records	-	After fiscal year expired or equipment/vehicle disposed of, whichever comes first
22.	Windshield Reports	4	After fiscal year created or received

Supersedes Community College District schedule dated November 15, 2002; County schedule dated November 5, 2001; Fire District schedule dated December 18, 2007; Municipality schedule dated October 10, 2001; and School District and Charter School schedule dated November 15, 2007

