



Arizona State Library, Archives and Public Records

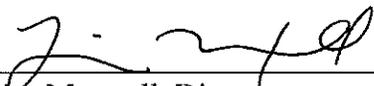
General Records Retention Schedule for All Public Bodies Equipment/Vehicle Services Records

Schedule Number:

000-12-24

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *March 15, 2012*

**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 accident occurred After accident occurred After minor's 19 th birthday
2.	Alternate Fuel Usage Reports (including natural gas, LPG, ethanol, and other related records)	3	After created or received
3.	Equipment/Vehicle Assignment Records (including records documenting assignment of equipment/vehicles to specific employees)	3	After superseded or obsolete
4.	Equipment/Vehicle Inventory Reports (including parts inventories)	3	After created
5.	Equipment/Vehicle Operation and Maintenance Manuals	-	After 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 disposal of equipment/vehicle
7.	Equipment/Vehicle Request Records (including requests to use fleet vehicles)	3	After created or received
8.	Extended Dispatch Tickets (including records where service sent to disabled vehicle)	3	After created or received
9.	Firearm Records (including Federal Firearm License)	Permanent	Preserve pursuant to ARS §39-101

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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 expired
11.	Fuel Storage Tank Records		
	a. Records indicating location, dimension, volume and output of tanks	5	After 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 created
	c. Inspection records (including documentation of daily tank inspections)	5	After created
	d. Gap measurement records	2	After created
12.	Fuel Tax Reports	5	After created or received
13.	Maintenance/Repair Work Order Records (including tracking records for maintenance requested/ performed, not records on specific vehicles/equipment)	3	After work order closed
14.	Plate/Registration Records (including requests and renewals)		
	a. Undercover plates	1	After expired or revoked
	b. All other plates (including government standard plates)	1	After disposal of vehicle
15.	Taxi Trip Tickets	3	After 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 created or received

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18.	Vehicle Charge-back, Mileage and Expense Records (including mileage logs, rental invoices, changes to requests, fuel receipts, and other related records)	3	After created or received
19.	Vehicle Emission Test Results	3	After test conducted
20.	Walk-around Inspection Records (checklists done by drivers before driving publicly owned vehicle)	3 months	After created or received
21.	Warranty Records	-	After expired or disposal of equipment/vehicle, whichever comes first

Supersedes schedule dated June 21, 2011