

## Vehicle Records

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G92	Passenger Vehicle Purchase, Lease, Rent or Acquire Approval Files	Includes documents of vehicle choice justification, internal and BFM approvals, VR-1, CR-1 and grant agreement if applicable, Commuter Mileage Calculator, sales agreement/contract, vehicle replacement justification, and other files as required to obtain a licensed passenger vehicle.	Hold files three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.	7/20/2017
G93	Passenger Vehicle Purchase, Lease, Rent or Acquire Ownership/Use Files	Includes documents related to the vehicle warranty, window sticker, owner's manuals, and other documents received when taking possession of a passenger vehicle.	Hold files for the life of the vehicle, then transfer to the new owner upon disposition of vehicle.	7/20/2017
G94	Passenger Vehicle Maintenance and Care Files	Includes agency policy for proper maintenance, tracking of maintenance costs, routine and additional maintenance/repair information, and warranty tracking system.	Hold files for the life of the vehicle, then transfer to the new owner upon disposition of vehicle.	7/20/2017
G95	Passenger Vehicle Monthly and Annual Inspection Files	Monthly and annual inspection files completed by agency staff and submitted to the agency's fleet manager. Includes notes on vehicle condition and necessary repairs.	Hold one (1) year, then dispose.	7/20/2017
G96	Passenger Vehicle Fuel and Mileage Logs	Required forms completed by agency staff to document daily use and fuel purchase for an agency vehicle.	Hold three (3) years after audit, then dispose.	7/20/2017
G97	Fuel Card Files	Files held by each agency's fleet manager which document fuel card assignment, use, billing, invoices/receipts, and related material.	Hold three (3) years after audit, then dispose.	7/20/2017

G98	Passenger Vehicle Operating Records	Files of authorized users of an agency's vehicles, which include the Vehicle Use Agreement, copy of driver's license, driving record report, copy of fleet policies and procedures. Files are updated annually.	Hold one (1) year, then dispose.	7/20/2017
G99	Passenger Vehicle Misuse Incident Report	Forms and files which document the misuse of an agency's vehicle. This series may include complaints, notes, investigative material, photographs, and DFA approved forms.	Hold one (1) year after resolution of incident, then dispose. If the incident resulted in personnel action against the employee or operator of the vehicle, transfer the file to the personnel file.	7/20/2017