

SCHEDULE NO. 6

FLEET AND EQUIPMENT RECORDS

General Description: Records documenting the acquisition and operation of municipally owned or leased vehicles and equipment.

*The retention periods specified in this schedule apply to the information contained within the record, **regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.)**. **Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.*

6.10 AGREEMENTS – ACQUISITION, LEASE, MAINTENANCE AND SERVICE

See 7.20, Agreements and Contracts.

6.20 AUCTION RECORDS

See 5.180.C, Auction Records.

6.30 BILLS OF SALE

Bills of sale documenting acquisition or disposition of vehicles or equipment by the municipality.

Retention: Until after audit of records pertaining to disposition of vehicle or equipment

6.40 COMMUNICATIONS SYSTEM LICENSES

Licenses issued by the Federal Communications Commission (FCC) or other agencies for radio system and other communication system operations of the municipality, and supporting documentation.

Retention: 1 year after expiration of license

6.50 COMPUTER SYSTEM RECORDS

Records pertaining to the installation and operation of computer systems and software used by the municipality.

A. Computer Backup Documentation

Documentation related to regular computer records backups.

Retention: 1 year after superseded or obsolete

B. Computer System Maintenance Records

Documentation of maintenance of municipal computer systems.

Retention: Life of system or component + 1 year

C. Computer System Program Records

Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from municipal computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.

Retention: Until superseded or no longer needed to retrieve or read data and information that is stored electronically

D. Computer System Security

Records documenting security of the municipality's computer systems, including employee access requests, passwords, access authorizations and similar documentation.

Retention: 3 years after superseded

E. Computer System Wiring

Documentation of the wiring of the municipality's computer network system, including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation.

Retention: Current and previous versions

F. Electronic Mail

See 7.100.B, *Electronic Mail*.

G. Software Management

Documentation of the use of software in municipal information systems, including records of software purchases, inventories, software and site licensing, copyright compliance and upgrades.

Retention: 2 years after disposal or upgrade of software

H. Website Development and Evolution

Documentation of development and changes to the municipality's website.

Retention: Recommend that the last 2 iterations of the website be retained if possible
<Amended 4/06>

6.60 EQUIPMENT RECORDS

Records pertaining to major mechanical systems in municipally owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers; etc. See also 6.160, *Telephone System – Municipal Buildings*. <Amended 4/06>

Retention: Life of equipment + 1 year

6.70 FUEL RECORDS

Records pertaining to fuel usage by municipal vehicles and equipment, including periodic fuel usage reports.

Retention: 2 years

6.80 INSURANCE COVERAGE

See 5.240.E, *Insurance Policies*.

6.90 INVENTORIES – FLEET AND EQUIPMENT

Listings of vehicles, equipment and similar property owned by the municipality. See also 5.180.G, *Inventories*.

Retention: Until revised

6.100 LEASE-PURCHASE RECORDS

See 5.300.F, *Lease-Purchase Records*.

6.110 MAINTENANCE AND SAFETY RECORDS

A. Driver Vehicle Inspection Reports

Vehicle inspection reports and documentation of corrective actions taken by motor carriers or their agents with regard to defects or deficiencies noted during the inspection prior to operation of a motor vehicle. Note: A legible copy of the last vehicle inspection report is to be carried in the vehicle. See also 6.180, *Vehicle Histories*.

Retention: 3 months [49 CFR 396.11 and 49 396.13]

B. Inspection and Maintenance Documentation – Vehicles and Equipment <Amended 3/07>

Records and reports pertaining to maintenance and inspections performed for municipal vehicles and equipment, including those records required by State and federal regulations. <Amended 3/07>

Retention: Until vehicle or equipment is no longer under municipal control + 1 year <Amended 3/07>

C. Work Orders

See 6.220, *Work Orders*.

6.120 MANUALS – VEHICLES AND EQUIPMENT

Manuals provided by the vendor regarding specifications and proper installation, operation and maintenance of vehicles or equipment.

Retention: Life of unit + 1 year

6.130 OFFICE EQUIPMENT RECORDS

Records pertaining to the acquisition, installation and operation of office equipment used by the municipality. See also 6.50, *Computer System Records*.

Retention: Life of equipment + 1 year

6.140 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

6.150 PURCHASING RECORDS

See 5.300, *Purchasing Records*.

6.160 TELEPHONE SYSTEM – MUNICIPAL BUILDINGS

Information pertaining to the acquisition, installation and operation of the internal telephone system used at the municipal building and other municipal facilities.

Retention: Life of system + 1 year

6.170 UNCLAIMED PERSONAL PROPERTY

See 5.180.E, *Disposition Records*.

6.180 VEHICLE HISTORIES

Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle. See also 6.110, *Maintenance and Safety Records*.

Retention: Life of vehicle + 1 year

6.190 VEHICLE REGISTRATION CERTIFICATES

Documentation issued by the County motor vehicle department providing information regarding vehicle licensing and ownership, ownership taxes paid and vehicle identification number.

Retention: Until superseded or disposition of vehicle

6.200 VEHICLE TITLES

Title proving ownership of motor vehicles owned by the municipality.

Retention: Transfer to new owner upon disposition of vehicle

6.210 WARRANTIES

Records of manufacturer's warranties and guarantees relating to operation or replacement of vehicles, equipment or components.

Retention: Life of equipment or expiration of warranty + 1 year, whichever is later

6.220 WORK ORDERS

Documentation of requests and authorizations for work performed with regard to vehicles and equipment. See also 6.180, *Vehicle Histories*. <Amended 2/08>

Retention: 1 year + current unless the work order provides the only available vehicle history, in which case it should be retained for the life of the vehicle or equipment + 1 year <Amended 2/08>