

RECORDS MANAGEMENT MANUAL

COLORADO SPECIAL DISTRICTS

SCHEDULE NO. 6

FLEET AND EQUIPMENT RECORDS

General Description: Records documenting the acquisition and operation of district owned or leased vehicles and equipment. *The specified retention period applies 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 *Schedule 7 Agreements and Contracts.*

6.20 Auction Records

See *Schedule 5 Fixed Asset Records.*

6.30 Bills Of Sale

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

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

6.40 Communication Systems Licenses

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

Computer Backup Documentation

Documentation related to regular computer records backups.

Retention: 1 year after superseded or obsolete

Computer System Maintenance Records

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Documentation of maintenance of district computer systems.

Retention: Life of system or component + 1 year

Computer System Program Records

Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from district 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Retention: Until superseded or no longer needed to retrieve or read data and information that is stored electronically

Computer System Security

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

Retention: 3 years after superseded

Computer System Wiring

Documentation of the wiring of the district'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

Electronic Mail

See *Schedule 7 Electronic Records*.

Software Management

Documentation of the use of software in district 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

Website Development and Evolution

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

Retention: Recommend that the last two iterations of the website be retained if possible.

6.60 Equipment Records

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Records pertaining to major mechanical systems in district 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.

Retention: Life of equipment + 1 year

6.70 Fuel Records

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

Retention: 2 years

6.80 Insurance Coverage

See *Schedule 5 Insurance*.

6.90 Inventories - Fleet And Equipment

Listings of vehicles, equipment and similar property owned by the special district. See also *Schedule 5 Fixed Asset Records – Inventories*.

Retention: Until revised

6.100 Lease-Purchase Records

See *Schedule 5 Purchasing Records*.

6.110 Maintenance And Safety Records

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 *Schedule 6 Vehicle Histories*.

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

Inspection and Maintenance Documentation – Public Safety

Records and reports pertaining to maintenance and inspections performed for public safety vehicles and equipment.

Retention: Life of unit + 1 year

Work Orders

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See *Schedule 6 Work Orders*.

6.120 Manuals - Vehicle 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 district. See also *Schedule 6 Computer System Records*.

Retention: Life of equipment + 1 year

6.140 Policies And Procedures

See *Schedule 7 Policies and Procedures Documentation*.

6.150 Purchasing Records

See *Schedule 5 Purchasing Records*.

6.160 Telephone System - District Buildings

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

Retention: Life of system + 1 year

6.170 Unclaimed Personal Property

See *Schedule 5 Fixed Asset Records – Disposition Records*.

6.180 Vehicle Histories

Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle. See also *Schedule 6 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

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6.200 Vehicle Titles

Title proving ownership of motor vehicles owned by the special district.

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*.

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