

SECTION 14. FLEET AND EQUIPMENT RECORDS

Records relating to maintenance and operation of the County’s vehicle fleet and equipment.

General Instructions		
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. AMBULANCE RECORDS.	See: Section 9 Emergency Management Records	
2. COMMERCIAL DRIVER’S LICENSE RECORDS.	See: Section 24 Personnel Records	
3. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
5. DAILY WORK REPORTS. Daily record (time/activity sheets) of work done by the County i.e. location, worker, work done, etc.	Fleet	5 years + current
6. FINANCIAL RECORDS.	See: Section 13 Financial Records	
7. FUEL AND STORAGE TANK RECORDS.		
A. Fuel Underground Storage Tank Records.		
1) Closure Records. Records of permanent closure, including excavation zone assessments.	Fleet <i>Note:</i> Records may be retained by County or transferred to State Division of Oil and Public Safety	At least 3 years after permanent closure or change-in-service

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
2) Release Detection System Records.	Fleet	<p><i>Written Performance Claims of Equipment Manufacturer or Installer:</i> 5 years from date of system installation</p> <p><i>Results of Sampling, Testing or Monitoring:</i> 1 year</p> <p><i>Schedules of Calibration and Maintenance:</i> 5 years from date of installation</p> <p><i>Written Documentation of Calibration, Maintenance and Repair:</i> At least 1 year after completion of servicing work</p>
B. Fuel Usage Records. Records of fuel use at County gas pumps.	Fleet	1 year + current
C. Oil Disposal Records. Records relating to disposal of oil used from vehicles and equipment.	Fleet	<p><i>Disposal Manifests:</i> 3 years, or until receipt of signed copy from designated facility receiving the waste</p> <p><i>Signed Copy from Receiving Facility:</i> 3 years from the date waste was accepted by initial transporter</p>
8. INVENTORIES – VEHICLES AND EQUIPMENT. Listings of vehicles, equipment, parts and similar property owned by the County.	Fleet	Until superseded
9. MAINTENANCE AND INSPECTION RECORDS – VEHICLES AND EQUIPMENT.		
<p>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.</p> <p><i>Note:</i> A legible copy of the last vehicle inspection report is to be carried in the vehicle.</p>	Public Works	3 months
B. General Inspection and Maintenance Documentation – Vehicles and Equipment. Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and federal regulations.	Fleet	Until vehicle or equipment is no longer under County control + 1 year

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
C. Maintenance Histories – Vehicles and Equipment. Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and federal regulations.	Fleet	Life of vehicle/equipment + 1 year
D. O&M Manuals – Vehicles and Equipment.	Fleet	Life of vehicle/equipment + 1 year
E. Parts Room Order Records. Copies of invoices and other documentation relating to ordering of parts.	Fleet See also: Section 13 Financial Records – Accounts Payable Records	2 years + current
F. Warranties – Vehicles and Equipment.	Fleet	Life of vehicle/equipment or expiration of warranty + 1 year, whichever is later
G. Work Orders – Vehicles and Equipment. Documentation of requests and authorizations for work performed with regard to vehicles and equipment.	Fleet	1 year + current
10. OWNERSHIP RECORDS – VEHICLES AND EQUIPMENT.		
A. Bills of Sale and Supporting Documentation. Documentation of acquisition or disposition of vehicles or equipment by the County.	Fleet	Until after audit of records pertaining to disposition of equipment
B. 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.	Fleet	Until superseded or disposition of vehicle
C. Vehicle Titles. Title proving ownership of motor vehicles owned by the County.	Fleet	Until disposition of vehicle
11. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	