

FLEET SERVICES

FLEET ADVISORY BOARD GENERAL FILE

Includes handouts and other related documents not listed below

Active: 5 years

Disposition: destroy

FLEET ADVISORY BOARD TRANSCRIPT FILE

Includes minutes, agendas, and annual roster

Disposition: permanent

FLEET BILLING RECORDS

Includes charges to other departments, cost analysis, and other related documents

Active: 5 years

Disposition: destroy

FUEL RECORDS

Details amount of fuel purchased and in tanks

Active: 3 years

Disposition: destroy

INVENTORIES

Includes vehicles, equipment, parts, records and other inventories

Active: until superceded or obsolete

Disposition: destroy

MOTOR FUEL TAX REPORTS

Includes invoices, refunds, requests, spreadsheets, copies of payment and related documents.

Active: 5 years

Disposition: destroy

TANK PERMITS

Includes above or below ground tanks. Retain removal certification permanently.

Retain all other documents as follows:

Active: until tank is removed

Inactive: 2 years

Disposition: destroy

USED OIL MANIFESTS

Details amount of oil generated, date oil transferred to re-refiner, and amount received back from re-refiner

Active: 3 years

Disposition: destroy

VEHICLE AND EQUIPMENT OPERATION RECORDS

Includes documents related to the use of City-owned vehicles and equipment

Active: 3 years

Inactive: 2 years

Disposition: destroy

VEHICLE AND EQUIPMENT REPAIR RECORDS

Includes preventative and emergency repairs. Also called Work Order Report

Active: ownership of vehicle and equipment

Disposition: destroy

WARRANTY FILES

Includes warranties, promises, and other related documents

Active: 5 years or life of warranty, whichever is longer

Disposition: destroy