



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Equipment and Vehicle Services Records**

**Schedule Number:
GS-1034 Rev. 1**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 1034, dated December 29, 2015.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10479	Alternate Fuel Usage Reports Including, but not limited to, ethanol, LPG, and natural gas.	3 Years	After created or received.		12/29/2015
10480	Equipment / Vehicle Assignment Records Includes records documenting assignment of equipment/vehicles to specific employees.	3 Years	After superseded or obsolete.		12/29/2015
10481	Equipment / Vehicle Inventory Reports Includes parts inventories.	3 Years	After created.		12/29/2015
10482	Equipment / Vehicle Operation and Maintenance Manuals		After disposal of equipment/vehicle.		12/29/2015
10483	Equipment / Vehicle Inspection / Test Records and History Records Includes equipment specification records for specific equipment/vehicle (including fire hoses and school buses), maintenance logs and other maintenance records, and recall records (including notices and other related records received from manufacturer regarding defects and their correction).	3 Years	After disposal of equipment/vehicle.		12/29/2015
10484	Equipment / Vehicle Request Records Includes requests to use fleet vehicles.	3 Years	After created or received.		12/29/2015
10485	Extended Dispatch Tickets Includes records where service sent to disabled vehicle.	3 Years	After created or received.		12/29/2015

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10486	Firearm Records Includes Federal Firearm License.	10 Years	After disposal of equipment.		12/29/2015
10487	Fuel Operations Records Including, but not limited to, Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA) and I or county permits and reports, and fuel system inspection records.	10 Years	After expired.		12/29/2015
10488	Fuel Storage Tank Records - Records Indicating Location, Dimension, Volume and Output of Tanks	5 Years	After created.		12/29/2015
10489	Fuel Storage Tank Records - Records Documenting Volatile Organic Liquid (VOL) Records Includes liquid stored, period of storage and the maximum true vapor pressure of tank.	2 Years	After created.		12/29/2015
10490	Fuel Storage Tank Records - Inspection Records Includes documentation of daily tank inspections.	5 Years	After created.		12/29/2015
10491	Fuel Storage Tank Records - Gap Measurement Records	2 Years	After created.		12/29/2015
10492	Fuel Tax Reports	5 Years	After created or received.		12/29/2015

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10493	Maintenance / Repair Work Order Records Includes tracking records for maintenance requested/performed, not records on specific vehicles/equipment.	3 Years	After work order closed.		12/29/2015
10494	Plate / Registration Records - Undercover Plates Includes requests and renewals.	1 Year	After expired or revoked.		12/29/2015
10495	Plate / Registration Records - All Other Plates Includes requests and renewals, and government standard plates.	1 Year	After disposal of vehicle.		12/29/2015
10496	Taxi Trip Records	3 Years	After created or received.		12/29/2015
10497	Title Records Includes vehicles.		After disposal of vehicle/equipment.		12/29/2015
10498	Use Fuel Reports and Fuel Pump Receipts / Transaction Records	3 Years	After created or received.		12/29/2015
10499	Vehicle Charge-Back, Mileage and Expense Records Including, but not limited to, changes to requests, fuel receipts, mileage logs, and rental invoices.	3 Years	After created or received.		12/29/2015

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10500	Vehicle Emission Test Results	3 Years	After test conducted.		12/29/2015
10501	Walk-around Inspection Records Checklists performed by drivers before driving publicly owned vehicle.	3 Months	After created or received.		12/29/2015
10502	Warranty Records		After expired, or after disposal of equipment/vehicle, whichever is longer.		12/29/2015