

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

The following general records retention schedule sets minimum retention requirements and provides local government agencies with blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to agencies of local government. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE - INCLUSIVE Approved by the Washington State Local Records Committee – July 2001



For the Attorney General: Brian Buccholz



For the State Auditor: George Geyer



The State Archivist: Phillip Coombs

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE

DISPOSITION AUTHORITY GS50-06E

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ACCIDENT LOGS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2	BILLING TO OTHER AGENCIES FOR USE OF VEHICLES AND EQUIPMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-01	
3	CERTIFICATES OF VEHICLE TITLE - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
4	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
5	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
6	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
7	EQUIPMENT AND VEHICLE MAINTENANCE AND HISTORY FILES Includes original defect and inspection report.	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
8	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-20	
9	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
10	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
11	EQUIPMENT AND VEHICLE USE REQUEST	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-09	
12	EQUIPMENT/VEHICLE PARTS ORDERS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
13	FUEL PUMP/TANK AUDIT REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
14	FUEL STORAGE FACILITY RECORDS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Regulatory and operating records; receiving, dispersal, and inventory documentation including maintenance of facility.	OFM	3 years – Selected documents kept for life of facility	Destroy when obsolete or superseded	GS50-06E-16	
15	FUEL/OIL USAGE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-10	
16	PARTS CONTROL FILES - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE Record of vehicle parts in stock.	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-12	
17	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-17	
18	PARTS MASTER LISTING REPORTS - MOTOR POOL, VEHICLE AND EQUIPMENT MAINTENANCE	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	

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			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
19	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-19	