

Motor vehicle maintenance files (GRS-2297)

Utah General Retention Schedule

Description

These files document the routine performance of maintenance of all Department owned vehicles. This does not include vehicles owned by Fleet Operations Division. Includes maintenance logs, shop logs, work orders, requisition copies, vehicle number, date of service, and parts and labor costs.

Retention and Disposition

Retain until disposition of asset, and then destroy records.

Categories

Facility and Property

Effective

08/1999

Previous Schedule Number

SG-5(229)-17