

Retention and Classification Report

Agency: Department of Public Safety. Fleet Services (396)

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Records Officer: _____

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AGENCY: Department of Public Safety. Fleet Services

SERIES: 17179

3

TITLE: Credit card tickets

DATES: 1987-2012.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are receipts of gas charged to department credit cards. They are used to account for funds expended and for billing. Gas purchases are made outside of internal Public Safety fuel stations, and these are the tickets for the charges from the credit card company.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after billing is prepared and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information or records related to unmarked vehicles

AGENCY: Department of Public Safety. Fleet Services

SERIES: 17182

3

TITLE: Gas receipts

DATES: 1987-1991.

ARRANGEMENT: Numerical by low organization number

DESCRIPTION:

These receipts act as billings for gas purchased at DPS owned and operated pumps. They are audited and then interdepartmental transfers or invoices are prepared and user agencies are billed. Information includes fuel pump location, user, and low org number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information or records related to unmarked vehicles

AGENCY: Department of Public Safety. Fleet Services

SERIES: 83058

3

TITLE: Preventive maintenance chart

DATES: 1980-1985.

ARRANGEMENT: Numerical by vehicle number

DESCRIPTION:

All vehicles operated by Public Safety must have scheduled inspections. This form gives a complete sequence of maintenance procedures and requirements. The information includes vehicle number, date assigned, officer name and badge number, complete instructions in regards to vehicle warranty, tune-ups, carburetor repairs, and all other necessary repairs. Information also includes a preventive maintenance and mileage interval instruction list.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until service life of vehicle ends and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fleet Services

SERIES: 82976

1

TITLE: Turn-in-vehicle check sheet

DATES: 1980-2012.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This form is initiated once a certain vehicle is returned by Public Safety personnel for resale of the automobile or to reissue another vehicle. Information includes condition of vehicle, equipment in trunk (such as spare tire and jack), amount of fuel, credit cards, sets of keys, and other generally known problems with the vehicle before it is reissued or sold.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after disposition of asset and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Public Safety. Fleet Services

SERIES: 80731

3

TITLE: Vehicle accident reports

DATES: 1981-2012.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

These records document accidents involving Public Safety vehicles. The files contain the following: accident reports (series 8272), original bids for repair, paid invoices, DUI reports, incident reports (series 83065), Fleet Services accident information form; and witness statements. Information includes date, time, location, description, and diagram of the accident; photographs; type and year of vehicle; driver; address; license number; report of any injuries; comments of supervisors; damage estimates; and any actions taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency. These records are also subject to audit. Many vehicles purchased by the Department of Public Safety are purchased with federal funds under the Motor Vehicle Safety Assistance Program (MSAP).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fleet Services

SERIES: 80731

TITLE: Vehicle accident reports

(continued)

SECONDARY DESIGNATION(S):

Private. Birth date, age, home address and phone number, and medical information

Protected. Any information related to unmarked vehicles and all incident reports

AGENCY: Department of Public Safety. Fleet Services

SERIES: 83537

3

TITLE: Vehicle operations files

DATES: 1980-2012.

ARRANGEMENT: Numerical by vehicle number

DESCRIPTION:

Records relating to individual employee operations of government-owned vehicles, including driver tests, rental authorization, safe driving awards, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Fleet Services

SERIES: 80734

3

TITLE: Vehicle records

DATES: 1968-2012.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

These records outline the general history and specifications of law enforcement vehicles within the Department of Public Safety. Information includes surplus status, low org number, numerical inventory list, license plate list, specifications for vehicles, and name of employee presently assigned to the vehicle. This report is continually updated according to the present operator and surplus status of the vehicle.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after vehicle is surplus and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information or records related to unmarked vehicles

AGENCY: Department of Public Safety. Fleet Services

SERIES: 80777

3

TITLE: Vehicle registration numbers

DATES: 1984-2012.

ARRANGEMENT: Numerical by vehicle registration number

DESCRIPTION:

These records document registration numbers of vehicles assigned to officers within Public Safety. Information includes registration numbers, year and make of vehicle, and general description of vehicle. This list also includes those vehicles that are assigned to undercover police.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after vehicle use is discontinued and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information or records related to unmarked vehicles

AGENCY: Department of Public Safety. Fleet Services

SERIES: 9844

1

TITLE: Vehicle repair and maintenance records

DATES: 1984-1999.

ARRANGEMENT: Numerical by vehicle number

DESCRIPTION:

These records document all repairs and maintenance work performed of Public Safety vehicles. They help determine how much a particular vehicle is costing the department.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on general audit requirements.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information or records related to unmarked vehicles

AGENCY: Department of Public Safety. Fleet Services

SERIES: 17180

3

TITLE: Vehicle reports

DATES: ca. 1983-2012.

ARRANGEMENT: Alphanumerical by vehicle identification number

DESCRIPTION:

These reports document the costs incurred in the operation of each Public Safety vehicle. They also are the source for an online database maintained in the office as support for funds requests for various federal and state programs. The files consist of the vehicle operating record, form HPF-15, and supporting documentation. Information includes vehicle number, a list of gas and oil purchases, repair work done, cost, mileage at the time the work was done, amount of time the vehicle was down, and monthly odometer readings; badge number, section assignment, and name of employee assigned to the vehicle. Also included are receipts for cash purchases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center provided information has been entered on data file. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 3 years after surplus of vehicle and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency. These records are also subject to audit. Federal funds are used to finance vehicles involved in the DUI program, 55 mph program, Highway Safety, Port of Entry, and Motor Carrier Safety Action Program (MCSAP).

AGENCY: Department of Public Safety. Fleet Services

SERIES: 17180

TITLE: Vehicle reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Any information pertaining to unmarked vehicles