

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-1040 A

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Agency HOWARD COUNTY GOVERNMENT Division/Unit CENTRAL FLEET

Item No.	Description	Retention
<b>Supersedes Schedule C 1040 (Add Item 1A)</b>		
1	<b><u>MOTOR FUEL USAGE REPORTS</u></b> Logs, reports, or similar records documenting, mileage and gasoline, oil, and diesel fuel used by the County vehicles; <b><u>also fuel receipt documents.</u></b>	4 years then destroy.
1A	<b><u>MOTOR FUEL STORAGE TANK RECORDS</u></b> Registrations, Reports, Logs or similar documents of above ground tanks and underground tanks, operated by the county	Files will be retained in the County's Electronic Record System during and for 30 years beyond the actual existence of each fuel site, then destroy.
2	<b><u>VEHICLE MAINTENANCE AND REPAIR RECORDS</u></b> Records of service, repair and maintenance to County vehicles. (Becomes part of the vehicle history records.)	2 years, then destroy.
3	<b><u>VEHICLE HISTORY RECORDS</u></b> Records of each County vehicle, including summary data on services, repair, maintenance, and similar information.	Life of vehicle plus 3 years, then destroy.
4	<b><u>VEHICLE ACCIDENT REPORTS</u></b> Reports of accidents involving damage to County vehicles. Copies may accompany vehicle when it is sent for repairs, <b><i>but the original records are maintained by Risk Management.</i></b> (Becomes part of the vehicle history record.)	1 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 5/20/2010

Signature *Brian Skovira* 5/20/10

Typed Name **Brian Skovira**

Title **Administrator, Central Fleet**

Schedule Approved by County Records Management Representative.

Date 5/21/10

Signature *J. Pritchett*

Schedule Authorized by State Archivist

Date 7/30/10

Signature

*Edward C. Jensen*

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Item No.	Description	Retention
5	<p><b><u>VEHICLE ASSIGNMENT LOGS</u></b>            Assignment logs or reports, authorizations, and similar records relating to the assignment and use of County vehicles by County Agencies and Departments. Assignment by departments to individuals is maintained at the department level.</p>	1 year, then destroy.
6	<p><b><u>INVENTORY REPORTS FOR COUNTY VEHICLES &amp; EQUIPMENT</u></b>            Annual or other periodic inventory reports of vehicle/equipment</p>	<p>a.) 3 years, then destroy for Central Fleet.            b.) 1 year then destroy for Purchasing copies</p>
7	<p><b><u>INVENTORY CARDS (PARTS &amp; SUPPLIES).</u></b>            Cards or comparable records used in the inventory control and reordering of parts and supplies.</p>	2 years, then destroy.

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Item No.	Description	Retention
8	<p><b><u>SALE AND AUCTION RECORDS</u></b>            Records relating to the sale or auction of County vehicles, equipment, or any property other than real and personal property involved in the foreclosure of tax liens.</p>	5 years after sale date, then destroy.
9	<p><b><u>PURCHASE ORDERS AND MINOR PURCHASE ORDERS</u></b>            Departmental copies of purchase and minor purchase orders for supplies, equipment, and any other purchases initiated by Central Fleet. <i>Purchasing Department is the official record keeper.</i></p>	3 years, then destroy.
10	<p><b><u>RECEIVING REPORTS</u></b>            Departmental copies of notices of the receipt of goods and services purchased. <i>Official record is part of the vendor purchase order file in Finance.</i></p>	3 years, then destroy.
11	<p><b><u>BIDS</u></b>            Department's copies of bids, successful and unsuccessful, with supporting documentation; i.e. a copy of the invitation to bid, bid sheet, addenda and amendments and awards. <i>Official record is part of the vendor purchase order file in Finance</i></p>	2 years, then destroy.
12	<p><b><u>LEAVE AND TIME SHEETS</u></b>  <i>Record maintained in Human Resources.</i></p>	2 years, then destroy
13	<p><b><u>GENERAL ADMINISTRATIVE/CORRESPONDENCE FILES</u></b>            Subject arrangement of original incoming and copies of outgoing correspondence between the Office of Central Fleet and outside and inside agencies. Policies and directives dealing with the administration of the agency are included. Correspondence may also include reports to County Executive Administration.</p>	Retain in office for 2 years then destroy. Files will be reviewed annually for need for further retention. Any policies or directives that should be maintained permanently will be stored on CD, with copies forwarded to MSA.