



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All School Districts and Charter Schools Equipment/Vehicle Services/Facilities Management

Schedule Number:

000-07-229

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

NOV 15 2007

**General Retention Schedule for
All School Districts and Charter Schools
Equipment/Vehicle Services/Facilities Management**

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Equipment/Vehicle History Records	3	After disposal of equipment/vehicle
2.	Equipment/Vehicle Inventory Reports	3	After fiscal year report superseded or obsolete
3.	School Bus Inspection Records	2	After fiscal year created or received
4.	Parts Inventory Records	3	After fiscal year superseded or obsolete
5.	Maintenance/Repair Work Orders	3	After fiscal year work order closed
6.	Fuel Pump Receipts	3	After fiscal year created or received
7.	Accident Reports		
	a. Personnel injury	5	After fiscal year of accident
	b. No personnel injury	3	After fiscal year of accident
8.	Billing Records	3	After fiscal year created or received
9.	Fuel Tank Records		
	a. Indicating the location, dimensions and volume of tanks	-	After tank removed or property sold
	b. Showing the volatile organic liquid (VOL) stored, the period of storage and maximum true vapor pressure	2	After fiscal year created or received
	c. Inspection Records	2	After fiscal year created or received
	d. Gap measurement Records	2	After fiscal year created or received
10.	Drivers' Log Books	3	After fiscal year of final entry
11.	Vehicle Mileage and Expense Records	3	After fiscal year created or received
12.	Vehicle Title Records	-	After disposal of vehicle

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Item #	Records Series	Retention (Yrs.)	Remarks
13.	Facility Usage Records (including applications and proof of insurance)	6	After fiscal year facility used or access denied
14.	False Alarm Records	3	After fiscal year created or received
15.	Preventative Maintenance Records	3	After work completed or abandoned
16.	Vandalism Reports	2	After fiscal year created or received
17.	Pest Control Records (including herbicide and pesticide spray records)	5	After fiscal year work completed
18.	Environmental Testing Records (including air quality and microbial sampling records)	3	After building sold or demolished
19.	As-built Plans, Drawings and Blueprints	-	After building sold or demolished
20.	Asbestos Inspection and Abatement Records and Management Plans (including Hazard Emergency Response Act (AHERA) records)	3	After building sold or demolished
21.	Fire Marshal Inspection Records	1	After superseded or obsolete
22.	Construction Records (including inspection reports, progress reports, meeting minutes, and other related records)	9	After construction completed
23.	Hazardous Material Disposal Records	3	After disposal of material
24.	Architect/Consultant Records (including Requests for Proposals)	3	After created or received

Supersedes schedule dated May 2004