

State of Nevada Fleet Services Division

Version Date: 09/18/2013

1997050 Accident Files

Reviewed: 02/18/1998

Description: This records series documents vehicles that have been involved in accidents. The files may include but are not limited to: Accident and police reports with associated documentation; Repair records including estimates, invoices, etc.; Associated documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which resolution or settlement of any claims or legal action arising from an accident occurs or in which repairs were completed or from the date of an accident if no legal action or damage results.

Disposition: Destroy

1998013 Motor Pool Charges

Reviewed: 02/18/1998

Description: This records series consists of all documentation used in the recovery of operating costs of motor vehicles as billed to the using state agency. The files may include, but is not limited to: Service Charges by Agency * Copy of Vehicle Requisition and Trip Report; Bill-Back Charges and related documentation; Fuel Use Logs, Daily Gas Distribution Sheets, and related documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy

2008016 State Motor Pool Administrative Records

Reviewed: 07/16/2008

Description: These records document the general administration of the State Motor Pool. The record may include but is not limited to: Administrative reports (including: Fuel and Lubrication Distribution reports, Vehicle Inventories, Vehicle Requisition Reports, Lost Mileage Reports, Charges by Agency Report, Summary of Vehicle Charges by Agency Report, Motor Pool Revenue Reports, etc.); Budget account information, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which they pertain..

Disposition: Destroy

1998012 Vehicle Files

Reviewed: 07/16/2008

Description: These records document the general administration of the vehicles under Motor Pool's jurisdiction, including repair, servicing and maintenance. The record may include but is not limited to: Title/registration documents; Manufacturer owner and repair manuals; Budget account information and copies of purchase orders; Fuel, tires and lubrication reports; Service/repair documents; Safety inspections, and; Related correspondence

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which the vehicle was disposed of.

Disposition: Destroy