Retention and Classification Report

Agency: Salt Lake City (Utah). Fleet Management (1029)

1990 West 500 South
Salt Lake City, UT 84104
535-6910

Records Officer

82749	Automated automotive parts inventory
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AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82749 3
TITLE: Automated automotive parts inventory
VARIANT Parts Inventory
DATES: 1979-
ARRANGEMENT: none
DESCRIPTION:

This automated file contains information on the inventory of automotive parts. This file includes description of item, aisle number, bin number, commodity code, quantity on hand, and current unit price. This file is backed up biweekly and monthly.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 1 year after specific part is removed from inventory and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82748 3
TITLE: Automated work order history
DATES: 1979-
ARRANGEMENT: Numerical by work order number
DESCRIPTION:

This automated file contains information on vehicle maintenance accessible by work order number. It is used to reference vehicle repairs. The file is stored on hard disk and backed up on tape weekly and monthly. This file includes work order number, vehicle unit number, parts, labor and commercial charge information, repair categories or work order, problem and action taken maintenance and operating history, billing information, and related analysis.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

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Computer magnetic storage media: Retain in Office for 5 years or until 1 year after disposition of vehicle and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82748
TITLE: Automated work order history

(continued)

APPRAISAL:
Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82746 3
TITLE: Fuel activity log
DATES: 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This log records the beginning and ending meter readings of fuel balances of the division's gas pumps. It is used to document the volume activity of each tank. This log includes beginning and ending balances by meter reading, and amounts of fuel delivered to each fuel tank owned by the city.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82745 3
TITLE: Fuel card register
DATES: 1979-
ARRANGEMENT: numerical by card number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This register records names of persons issued fuel cards within the city system. Since the system was changed in February 1987, the register is now obsolete. This system include personnel card number, name, and name of user department.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82744 3
TITLE: Inventory activity reports
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are three computer printouts listing automotive parts issued, received, and quantities in stock.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82750 3
TITLE: Parts inventory transactions
DATES: 1979-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

This automated file contains information on parts inventory transactions as receipts, issues, and adjustments. This file includes date, part number, price, vendor number, vehicle number, and receipt number. This file is stored on hard disk, and backed up biweekly on tape.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

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Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82747 3
TITLE: Vehicle automated inventory
DATES: 1979-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

This automated file provides information stored on hard disk and backed up on tape daily and monthly on all vehicles in fleet vehicle inventory. This information is backed up daily and monthly. This file includes vehicle number, year of vehicle, make of vehicle, license plate vehicle, license plate number, serial number, driver's name, telephone number, registration and title information, purchase and replacement information, classification or type and cost center billed for.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1987.

FORMAT MANAGEMENT:

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Computer magnetic storage media: Retain in Office for 1 year after after disposition of vehicle and then erase.

Computer magnetic storage media: Retain in Office for 2 weeks and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Fleet Management

SERIES: 82743 3
TITLE: Work orders
DATES: 1972-
ARRANGEMENT: Numerical by vehicle number
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These are work repair orders for city vehicles. They are used to initiate repair work on city vehicles. These work orders include work order number, date in and date promised, operator, vehicle number, existing problem, corrective action taken, whether completed, mechanic's initials, checklist for type of problem, date and hour out of service and return to service, any outside costs for repair, and labor and parts information. These also consist of computer printout containing work order number, date in service, vehicle driver, vehicle number, location facility, odometer reading, problem and corrective action taken, notation if completed, mechanic's name, out of service and return to service date, labor hours and parts used for all vehicles.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in Office until vehicle is sold or taken out of service and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.