

AD6610 FLEET VEHICLE MANAGEMENT

Records documenting the management of Queen's University's fleet vehicles.

Includes purchasing and maintenance of fleet vehicles.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - Physical Plant Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Fleet Vehicle Ownership Files	ET + 1	0	D	NO
<i>Records consist of ownership files such as licence permits, plate stickers and insurance documents. ET Definition: Fleet vehicle disposed of.</i>					
31	Fleet Vehicle Maintenance Files	FY + 3	0	D	NO
<i>Records consist of inspection reports and other maintenance and repair files.</i>					

This schedule is for official records. Convenience or duplicate copies should not be kept longer than the official copy.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank