

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 105
MOTOR VEHICLE RECORDS
ALL STATE AGENCIES

(Refer to <http://www.lva.lib.va.us/state/records/schedule/state-gs.htm> for latest version of this schedule)

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: C. Preston Huff, STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE: APR 24 2001

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the *Virginia Public Records Act*, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Certificates of Mileage</u> This series documents the exact mileage (odometer reading) on a vehicle at the time of sale or transfer. Refer to <i>Code of Virginia</i>, § 46.2-629. Note: Code requires mileage to be written on title or title application at time of sale. This series applies to any separate documentation held by the agency selling or disposing of vehicles.</p>	101041	Retain 3 years after sale or transfer, then destroy.
<p><u>Fuel/Lubricant Issue Records</u> This series documents the issue of fuels or lubricants and requests for reimbursements.</p>	101042	Retain 3 years after last entry, then destroy.
<p><u>Fuel Receipts/Tickets - Commercial Service Stations</u> This series documents the receipt of gasoline or other services at commercial gas stations. Usually credit card receipts.</p>	101043	Retain 3 years after receipt date, then destroy.
<p><u>Fuel Receipts/Tickets - State Owned Facilities</u> This series documents the receipt of gasoline or other services from state owned facilities. Retained to verify reimbursement requests.</p>	101044	Retain 3 years after receipt date, then destroy.
<p><u>Mileage/Usage Reports</u> This series documents the completion and submission of any mileage or usage reports.</p>	101045	Retain 1 year after report submission, then destroy.
<p><u>Motor Vehicle Accident Files</u> This series documents the reporting of and/or investigation of motor vehicle accidents.</p>	101046	Retain 5 years after case closure or last action, whichever is greater; then destroy.



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<u>RECORDS SERIES TITLE AND DESCRIPTION</u>	<u>SERIES NUMBER</u>	<u>SCHEDULED RETENTION AND DISPOSITION</u>
<u>Motor Vehicle Maintenance - Administrative Reports and Records</u> This series documents the administrative actions necessary to operate a maintenance facility, including maintenance related reports and other supporting records not otherwise listed on this schedule.	101047	Retain as long as administratively necessary, then destroy.
<u>Motor Vehicle Maintenance - Consumption and Use Records</u> This series documents the daily mileage, fuel use and oil consumption of individual vehicles.	101048	Retain 3 years, then destroy.
<u>Motor Vehicle Maintenance - Parts and Supply Records</u> This series documents the ordering, inventory and use of stocks of parts, bulk lubricants and other maintenance or operating supplies.	101049	Retain 3 years after last entry or action, then destroy.
<u>Motor Vehicle Maintenance - Repair and Service Records</u> This series documents the repair, maintenance and servicing of specific vehicles.	101050	Retain until disposal of vehicle, then destroy.
<u>Motor Vehicle Release/Transfer Records</u> This series documents the sale, transfer or disposal of surplus, excess or nonrepairable vehicles.	101051	Retain 3 years after disposal of vehicle, then destroy.
<u>Motor Vehicle Reports</u> This series documents the routine reporting of administrative information on motor vehicles, reports not already listed on this schedule.	101052	Retain 3 years after report date, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**Motor Vehicle Use/Control - Dispatch Records

This series documents the daily assignment and use of motor vehicles and other large equipment.

101053

Retain 2 years after last entry, then destroy.

Motor Vehicle Use/Control - Sign Out Logs/Books

This series documents the acceptance/receipt of vehicles for daily use.

101054

Retain 2 years after last entry, then destroy.

Motor Vehicle Use/Control - Use Requests

This series documents the receipt and response to requests for vehicles for use on specific days.

101055

Retain 3 months after last action, then destroy.

Motor Vehicle Use/Control - Vehicle Assignment Records

This series documents the long term or permanent assignment of vehicle to specific individuals, offices or uses.

101056

Retain 2 years after reassignment or return, then destroy.

Procurement Records

This series documents the procurement of vehicles for agency use.

Refer to *General Records Retention and Disposition Schedule No. GS-102, Fiscal Records* for retention guidelines.

Registrations - Vehicle

This series documents registration and licensing of agency owned vehicles. Refer to *Code of Virginia*, § 46.2-600.

101057

Retain until registration renewed or disposal of vehicle, then destroy.



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RECORDS SERIES TITLE AND DESCRIPTION**SERIES NUMBER SCHEDULED RETENTION AND DISPOSITION**State Inspections - Inspection Station Copies

101058

Retain 2 years after inspection, then destroy.

This series documents the inspection of vehicles by approved inspection stations - station copies. Refer to *Code of Virginia*, § 46.2-1163.

State Inspections - Vehicle Copies

101059

Retain until next reinspection completed, then destroy or transfer with vehicle.

This series documents that vehicle has been inspected at an approved inspection station. Refer to *Code of Virginia*, § 46.2-1157.

Vehicle Repair Work Orders - Requestor's Copy

101060

Retain 3 years after submission, then destroy.

This series documents the request for repair or service work from a vehicle maintenance facility.

Vehicle Repair Work Orders - Shop Copies

101061

Retain 3 years after last action or until vehicle disposed of, whichever is greater; then destroy.

This series documents the receipt of a work order and actions taken in response.

Vehicle Titles

101062

Transfer with vehicle upon disposal of vehicle.

This series documents the legal ownership and titling of vehicles. Refer to *Code of Virginia*, § 46.2-600.