

## 6.00 Fleet Management

Records related to the management and operation of the City's fleet of vehicles and equipment.

6.00 Fleet Management		Function	Description	Retention and Disposition
6.01	Fleet Maintenance Records	To provide a record of fleet inventory maintenance and repair.	Correspondence, work orders, reports, service manuals, and other records related to routine maintenance, testing, servicing, and repair of City vehicles and equipment.	Destroy 2 years after creation of record.
6.02	Fleet and Equipment Inventory Records	To provide a record of current equipment and fleet inventory.	Correspondence, vehicle registrations, warranties, and other records related to the ownership and registration of equipment fleet vehicles and equipment.	Destroy 2 years after obsolete or superseded.
6.03	Fleet Procurement Records	To provide a record of fleet vehicle and equipment procurement	Correspondence, agreements and contracts, and other records related to the procurement of fleet vehicles and equipment.	Destroy 2 years after obsolete or superseded.
6.04	Fleet Vehicle Usage Records	To record the usage of fleet vehicles.	Schedules, trip logs, routine reports and other records related to vehicle use.	Destroy 6 years after creation of record.
6.05	Fuel Consumption and Dispensing Records	To maintain a record of fuel consumption by fleet vehicles and equipment.	Weekly, monthly and annual reports and other cumulative records of fuel consumption by fleet vehicles and equipment.	Destroy 2 years after creation of record.
6.06	Aerial Device and Self-Elevating Platform Records	To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.	Records of all inspections, tests, repairs, modifications and maintenance performed on aerial devices and self-elevating work platforms.	Destroy 5 years after disposal of equipment.
6.07	Powered Mobile Equipment Records	To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.	Records of all inspections, tests, repairs, modifications and maintenance performed on powered mobile equipment, including all self-propelled machines used to move workers and materials.	Destroy 5 years after disposal of equipment.
6.08	Duplicate Key Logbooks	To maintain a record of the use of machine duplicate keys.	Records of the use of duplicate keys used to lock out machinery.	Destroy 1 year after disposal of equipment.

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6.09	Crane Logbooks	To maintain a record of testing, repairs and maintenance performed on cranes with a rated load capacity of one tonne or more.	Records of all inspections, tests, repairs, modifications and maintenance as specified in Manitoba Safety Regulation 217/2006.	Maintain until equipment is disposed of or sold. If equipment is sold, transfer logbook to new owner as specified in Manitoba Safety Regulation 217/2006.
6.10	Equipment Safety and Certification Records	To maintain a record of equipment safety certificates as required by Manitoba Safety Regulation 217/2006.	Records of all certifications that equipment is safe and is being used appropriately.	Dispose 5 years after disposal of equipment.