

SCHEDULE 4
FIXED ASSET RECORDS

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FIXED ASSET RECORDS (Item 4-6)

These records relate to tangible assets such as property and equipment owned by a governmental entity. Information includes substantiation, purchases, depreciation, inventories, and related records.

RETENTION

Retain for 5 years -10 years and then destroy.

SCHEDULE 1
ADMINISTRATIVE RECORDS

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EXECUTIVE COMMITTEE RECORDS (Item 1-79)

These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, but do have authority to make internal policy decisions. Information includes the determinations and actions of the meeting.

RETENTION

Permanent.

INTERNAL COMMITTEE RECORDS (Item 1-78)

These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions. Information includes implementation of projects, programs or operational matters.

RETENTION

Retain until administrative need ends and then destroy.

PERMIT AND LICENSING RECORDS (Item 1-77)

These records authorize an entity to conduct business within the consenting government's jurisdiction. Records include applications, certificates, registrations, permits, licenses, and related records.

RETENTION

Retain until renewed or 3 years after expired and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SCHEDULE 9
MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS

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PUBLIC TRANSIT RECORDS (Item 9-13)

These records document bus activity and ridership. Information includes driver manifests, passenger counts, paratransit services, routes, and related records.

RETENTION

Retain for 3 years - 7 years after disposition of asset and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.