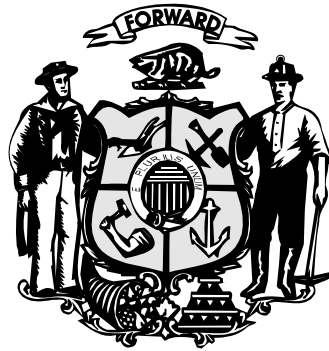


# General Records Schedule

## Fleet and Aircraft Management Records

Approved by the Public Records Board:

**May 12, 2014**



Expiration: May 12, 2024

For use by all units of Wisconsin Government at the State, County, and Municipal level

**Scope:** This general records schedule covers records related to motor vehicles, heavy equipment and state owned and operated aircraft and related records. Motor vehicles for purposes of this schedule include automobiles, trucks, heavy motorized equipment and motorcycles used by the State of Wisconsin. It does not include boats, ATV's or snowmobiles. Heavy equipment refers to heavy-duty vehicles, specially designed for executing construction tasks, most frequently ones involving earthwork operations. This includes but is not limited to backhoes, crawlers, dozers, excavators, graders, loaders, mowers, tracked dump trucks, tracked skid steers and tractors.

These records pertain to the management, maintenance and operation of motor vehicles, heavy equipment and aircraft used by state agencies which includes the University of Wisconsin System Administration and all University of Wisconsin institutions. It is also available for use by Wisconsin local units of government. Aircraft are operated by three state agencies: the Department of Administration (DOA); Department of Transportation (DOT) and the Department of Natural Resources (DNR). DOA, under [Wis. Stat. 16.04](#) provides aircraft related transportation services. DOT and DNR use their assigned airplanes for various law enforcement and environmental related work.

The schedule covers both records required by DOA to comply with the statutory responsibility to oversee fleet operation per [Wis. Stat. S 16.04](#) and operational records relating to operating fleets of vehicles. DOA and certain designated state agencies have been granted delegated authority to operate central fleets. In general, records pertaining to motor vehicle, heavy equipment and aircraft reflect a threefold responsibility:

- The accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to DOA and when requested by the Governor and Legislature;
- The maintenance of the vehicles and aircraft themselves; and,
- Protecting the interest of the state in accident claims against it.

This general schedule may not include records which are unique to the mission of a single agency. The department or institution is responsible to write program specific Retention Disposition Authorizations (RDAs) to schedule unique or mission-related records which would apply only to that single agency.

### **Records Format**

Records covered in this schedule may be retained in either electronic or paper format. The schedule also applies to all records born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by and managed by the DOA and other state agencies. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wisconsin Administrative Rule, Chapter 12](#).

### **Enterprise Fleet Management Information System**

The Enterprise Fleet Management System is currently made up of a client/server application called FleetFocus and a Web Portal system developed internally at DOA. The system is used by state agencies throughout the State of Wisconsin (including the University of Wisconsin System) for fleet and driver management. Records created through the use of these systems may be deactivated over time. When this occurs DOA will follow the retention times in the RDA's in this schedule for the applicable records.

The major components of the system include:

- Fleet Motor Pool Reservation System. Unique modules exist for DOA Central Fleet Motor Pool, DOT Motor Pool and a UW Madison Motor Pool developed in conjunction with DOA. This module allows drivers to make reservations on line and allows fleet staff to manage the dispatch and return of vehicles.
- Driver Management: State organizations manage their driver information through a module in the Web Portal. This module includes a monthly, automated driver record process coordinated with the Division of Motor Vehicles at the Department of Transportation.
- Mileage Management: End users of vehicles leased from DOA Central Fleet are required to report business and personal miles used on a monthly basis. The Mileage Management module allows users to log in and enter their miles directly through the Web Portal.
- Position Management: Fleet owning organizations are allowed a set number of positions for their fleet. The Position Management module is the tool Enterprise Fleet uses to track the number of positions an organization has versus how many vehicles they have at any given time.
- Repair and Maintenance: Some major fleet owning organizations use the FleetFocus module to track vehicle repair and maintenance. However, most of this work is contracted out. Vendor work is tracked through our reporting module listed below.
- Fleet Equipment: All fleet owning organizations track vehicle attributes through the Fleet Equipment module in the FleetFocus application. DOA manages this for organizations that do not have access to FleetFocus.
- Reporting: The Web Portal includes a wide range of reports including work performed by vendor repair and maintenance companies and fuel use with the Voyager fuel card.

**Personally Identifiable Information:** Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wis. Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) mailing lists; b) the results of certain computer matching programs; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) those relating to state agency procurement or budgeting. As to those record series identified as containing PII, the schedule should further indicate whether the PII is incidental to the primary purpose for which the record series is created. Information about identity theft and information security is available at <http://itsecurity.wi.gov/>. If in doubt as to whether a specific record series contains PII, check with agency legal counsel, either within your agency or by contacting the Attorney General’s office.

**Confidentiality of Records:** Some record series may contain confidential or restricted access records such as social security numbers. The schedule should identify any record series containing information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute or administrative rule that so requires. NOTE: Some, but not all PII is confidential. At the same time, records not containing PII may be required by law to be kept confidential. The designation of a particular record series as “confidential” relates primarily to the general schedule’s function in regulating the retention and disposition—including destruction—of the record series. In contrast, public access to records is determined by the Public Records law and not simply by the designation of confidentiality in a record schedule. If in doubt as to whether or not a specific record is confidential, check with legal counsel, either within your agency or by contacting the Attorney General’s office.

**Related Records Series:** See the section “Other Related Records Series”, included in the document for reference purposes.

**Closed Records Series:** See the “Superseded and Closed RDA’s” section included in the document. Closed series were included in the prior version of the Motor Vehicle Management Records Schedule but are not part of this updated schedule. The rationale for each closed series is provided.

**Companion Document:** See the companion document [Introduction to General Records Schedules November 2011](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests; ongoing legal holds or audits currently underway or known to be planned.

**Effective Date:** This schedule as approved herein by the Public Records Board is effective immediately. The schedule should be implemented by Records Officers in all state agencies in a timely and efficient manner.

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
<b><i>Fleet and Related Records Maintenance and Operation Records</i></b>								
<b>FLEET002</b>	<b>State Motor Vehicle Related Subject and Project Files</b>	Various subject and project files related to fleet and motor vehicle operations including the state van pool program. This is a catch-all category intended to cover motor vehicle related records not covered by separately identified series in this schedule.	End of fiscal year of the close date of subject or project file	FIS+4 years and then destroy	No	No	Consolidated subject and project files into a single category. Also includes van pool program administrative files from prior version of the schedule.	Fleet001 Fleet005
<b>FLEET004</b>	<b>Ride Share Program Files</b>	The Ride Share program matches drivers and riders that are interested in car- pooling. The program is authorized by <a href="#">Wis. Stat. 85.24</a> . Records include lists of current car pool members, people interested in driving others, people interested in driving with others, the location where these individuals live and where they commute to work. <a href="#">Wis. Stat. 85.24 (4)</a> identifies specific information related to ride-sharing that must be kept confidential.	End of fiscal year based on date on document	FIS+4 years and then destroy confidential	Yes	Yes <a href="#">Wis. Stat. § 85.24(4)</a>		

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
FLEET009	<b>Motor Vehicle Maintenance Records</b>	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists. Includes information on maintenance performed both by outside contractors and state staff. Also includes supplies and parts disbursed for each vehicle.  Note: Fuel purchases via state issued fuel cards for both assigned and pool cars are submitted monthly to the agency accounting office. These records are covered in the Fiscal and Accounting GRS under RDA 90000021.	Event is the date the vehicle is disposed	EVT+1 year and then destroy	No	No		
FLEET012	<b>Motor Vehicle Control and Assignment Records</b>	These records document agency assignments of motor vehicles to employees. The records also document motor vehicle use and assignment of license plates to specific vehicles. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This information is typically covered in completed vehicle use agreements (DOA#3103); pool car requisitions and non-availability slips, or equivalent	Event is the date the vehicle is disposed	EVT+ 1 year and then destroy confidential	Yes	No		Operator use portion of this series now broken out in Fleet018 as a separate Series.

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
FLEET013	<b>Motor Vehicle Cost Accounting Records</b>	This series provides detailed data relating to costs and expenses associated with each vehicle from purchase through disposal.	EVT is defined as the date the vehicle is disposed	EVT+1 year and then destroy	No	No		
FLEET015	<b>Program Related Records Relating to Gasohol, Alternative Fuels and Hybrid/and or Electric Vehicles</b>	Records relating to responsibilities on gasohol, alternative fuels, and hybrid-electronic vehicles as outlined in <a href="#">Wis. Stat. 16.045</a> .	End of the fiscal based on the date on the document	FIS+4 years and then destroy	No	No	Completed studies or research on these topics	New
FLEET016	<b>Fleet Operations Reports to Governor and Joint Finance Committee (JFC)</b>	Reports as mandated by <a href="#">Wis. Stat. 16.04 (1M)</a> when requested by the Governor or Joint Finance Committee on details of all costs associated with fleet operations.	Event is the date of final report submittal	EVT+4 years and then transfer to State Archives	No	No		New
FLEET017	<b>Fleet Manager Reviews of Vehicle Usage</b>	Reports required semi-annually by <a href="#">Wis. Stat. 16.04 (3)</a> on state agency vehicle usage.	Event is the date of final report submittal	EVT+4 years and then destroy	No	No		New
FLEET018	<b>Motor Vehicle Operator Records</b>	Records relate to individual employee operation of state-owned vehicles, including driver tests, special restrictions, authorization to use, safe driving awards and related correspondence. Includes complaints about drivers and agency follow-up.  Operator is defined as an employee, authorized student or, contractor or other authorized person.	Event is the date the operator separates from state service	EVT+ 1 year and then destroy confidential	Yes	No		New

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
FLEET019	<b>Global Positioning System (GPS) Related Vehicle Tracking Information</b>	Information on where (location) and when (time) vehicles travel to for vehicles equipped with GPS tracking devices.	Date of report generation	CR+ 1 year and then destroy	No	No	This information would be a source document for other records in cases where fraud or other improper activities are alleged.	New
FLEET020	<b>Vehicle Use Agreements (VUA)</b>	This record series relates to all vehicle use agreements which are required to operate a state-owned vehicle.	Event is when superseded by new VUA OR Termination of authorization of State employment	EVT+1 year and destroy confidential	Yes	No	Vehicle use agreement records, for all stat agencies, are currently maintained in the fleet database.	New
<b><i>Aircraft Maintenance and Operation Records- All series are designed to meet DOA and agency mandated activities per Wis. Stat. §16.04</i></b>								
FLEET030	<b>Routine Aircraft Operations</b>	Records that pertain to the day-to-day operation of aircraft by state agencies. Included are records documenting departures, takeoffs, destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans and similar records.	Date of flight	CR+5 years and then destroy	No	No		New
FLEET031	<b>General Aircraft Maintenance and Modifications Records</b>	Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements (as opposed to maintenance activities performed on a specific aircraft; see Fleet032 for records relating to maintenance activities involving	Event is the date of aircraft disposal or clearance of related equipment	EVT+6 years and then destroy	No	No	Per FAA CFR Sec 91.417(2), records are transferred to the new owner when aircraft is sold. The state	New



		specific aircraft). Included are records related to servicing, manufacturing, rebuilding and testing of equipment and classifying the condition status of material, information that pertains to aircraft maintenance, and overhaul and rework projects as well as information pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and their maintenance. Also included in this category are maintenance manuals for aircraft that have been customized from the standard production model design in order to meet agency-specific needs or manuals that have been annotated and are different from those issued by the manufacturer. Additionally, this category includes preventive maintenance records; aircraft inventories that account for the aircraft held by, or assigned to, an agency, and bulletins that direct a one-time inspection to determine whether a given condition exists and specify what action should be/has been taken.					will retain copies for the required retention time.	
<b>FLEET032</b>	<b>Individual Aircraft Maintenance and Airframe Modification Records</b>	Records relating to maintenance activities performed on specific aircraft. Included are aircraft logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, and maintenance requests. Also included are records relating to configuration change to a specific aircraft that are a material change, modification, or an alteration in the characteristics of the equipment.	Event is the date of aircraft disposal or clearance of related equipment	EVT+6 years and then destroy	No	No	Per FAA CFR Sec 91.417(2), records are transferred to the new owner when aircraft is sold. The state will retain copies for the required retention time.	New
<b>FLEET033</b>	<b>Records Required for Accident/Incident</b>	Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by state agencies,	Event is the investigation completion	EVT+1 year and then destroy	Yes	No	Risk Management would have	New

	<b>Reports</b>	including leased aircraft used by state agencies.	date or preparation of the required report	confidential			official files for accidents.	
<b>RDA No.</b>	<b>Records Series Title</b>	<b>Series Description</b>	<b>Retention Event</b>	<b>Minimum Retention &amp; Disposition</b>	<b>PII</b>	<b>Confidential</b>	<b>Use Case / Notes</b>	<b>Old RDA No. (If Applicable)</b>
<b>FLEET034</b>	<b>Pilot Records</b>	The FAA mandates that all employers of pilots provide them with all records pertaining to the Individual's performance as a pilot: their training, qualifications, proficiency and professional competence, including comments made by evaluators. Also any disciplinary action or release of employment documents. This information must be maintained by commercial operators for at least one year after employment termination.	Event is defined as termination of pilot employment	EVT + 5 year and then destroy confidential	Yes	Yes 5 USC552a		New

### Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA No.	Series Title	Action Taken	Comments
<b>Fleet001</b>	<b>State Motor Vehicle Policy and Administration Subject Files</b>	Closed	This series is closed because it is covered by ADM00023 Internal Policies and Procedures in the Administrative Records GRS.
<b>Fleet003</b>	<b>Motor Vehicle Correspondence Files</b>	Closed	This series is closed because it is covered by the Business Correspondence records series in the Administrative Records GRS-ADM00010.
<b>Fleet005</b>	<b>Van Pool Program Administrative Program Files</b>	Closed	This series is closed because it is part of Fleet002 State Motor Vehicle Related Subject and project Files.
<b>Fleet006</b>	<b>Motor Vehicle Acquisition Case File</b>	Closed	This series is closed because it is covered by PUR00010 from the Purchasing and Procurement GRS. Fleet managers may keep information on buying vehicles. However the procurement process for vehicles is handled centrally by DOA for all state agencies.
<b>Fleet007</b>	<b>Motor Vehicle Sales and Surplus Related Records</b>	Closed	This series is closed because it is covered by three series in the Fiscal and Accounting General Records Schedule (GRS) - 9000112; 90000113; and 9000114. See related records section.
<b>Fleet008</b>	<b>Vehicle Titles</b>	Closed	This series is closed because it is now part of the motor vehicle maintenance record series-Fleet009.
<b>Fleet010</b>	<b>Supplies and Parts Inventories</b>	Closed	This series is closed because the records are covered in the Fiscal and Accounting GRS-90000111. See related records section.
<b>Fleet011</b>	<b>Supplies and Parts Disbursement Records</b>	Closed	This series is closed because it is covered in the motor vehicle maintenance record series-Fleet009.
<b>Fleet014</b>	<b>Vehicle Incident/Accident Records-Copies</b>	Closed	This series is closed because it is covered under the Risk Management GRS-Risk0026. See related record section.

### Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
ADM00023	<b>Internal Policies and Procedures</b>	Established departmental policies and procedures.	EVT+7 years and then destroy	No	No	DOA Fleet Driver and Management Policies and Procedures Manual-November 2004 Vehicle Driver Guide
900000110	<b>Capital Equipment Inventories</b>	Running inventories of capital equipment such as motor vehicles.  If the finance office maintains this then other copies can be destroyed as inventories are superseded or become obsolete. From the Fiscal and Accounting GRS	FIS+4 years and then destroy	No	No	
90000111	<b>Supplies, Commodities and Parts Inventories</b>	Running inventories of supplies, commodities and parts.  If finance office maintains this then other copies can be destroyed as inventories are superseded or become obsolete. From the Fiscal and Accounting GRS	FIS+4 years and then destroy	No	No	
90000112	<b>Surplus Property Disposition Records</b>	Records relating to the surplus, sale and disposition of state property. Includes motor vehicles.  If finance maintains the official record then copies may be destroyed when no longer needed for administrative reference. From the Fiscal and Accounting GRS	EVT+3 years and then destroy.  Event is the date the property is disposed.	No	No	

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
90000113	<b>Surplus Property Disposition Records- Restricted Disposition Items</b>	<p>Pertains to items with restrictions controlling their disposition.</p> <p>If finance maintains the official record then copies may be destroyed when no longer needed for administrative reference.</p> <p>From the Fiscal and Accounting GRS</p>	<p>EVT+1 year and then destroy.</p> <p>Event date is the date the restriction ends.</p>	No	No	
90000114	<b>Surplus Property Disposition Records- Non-compliance Status</b>	<p>Pertains to items declared by the federal government or other entities such as auditors to be in non-compliance with the property transfer restrictions.</p> <p>If finance maintains the official record then copies may be destroyed when no longer needed for administrative reference.</p> <p>From the Fiscal and Accounting GRS</p>	<p>EVT+1 year and then destroy.</p> <p>Event date is the date the case is closed.</p>	No	No	
HR000152	<b>Drug and Alcohol Test Records- Training and Collection Processes</b>	<p>For certain positions subject to the Omnibus Transportation and Employee Testing Act and related federal DOT regulations.</p> <p>From the Human Resources General Records Schedule</p>	<p>CR+2 years And then destroy confidential</p>	Yes	Yes	These retention periods are included in the program guidelines.
HR000153	<b>Drug and Alcohol Test Records- Negative or Canceled Test Results</b>	<p>For certain positions subject to the Omnibus Transportation and Employee Testing Act and related federal DOT regulations.</p> <p>From the Human Resources General Records Schedule</p>	<p>CR+1 year And then destroy confidential</p>	Yes	Yes	Same
HR000154	<b>Drug and Alcohol Test Records- Positive Test Results</b>	<p>For certain positions subject to the Omnibus Transportation and Employee Testing Act and related federal DOT regulations.</p> <p>From the Human Resources General Records Schedule</p>	<p>CR+5 years And then destroy confidential</p>	Yes	Yes	Same

RDA Number	Record Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/ Example
HR000155	Drug and Alcohol Test Records- Records Received from Previous Employers	<p>Verified positive drug test results; alcohol test results with a concentration of 0.02 or greater; equipment calibration documentation; documentation of refusal to take a required drug or alcohol test and SAP referrals and evaluations.</p> <p>From the Human Resources General Records Schedule</p>	CR+3 years And then destroy confidential	Yes	Yes	Same
Risk0026	Property Claim Files	<p><a href="#">Wis. Stat. 16.865</a> mandates responsibility for statewide risk management coordination including managing the statewide self-funded property program.</p> <p>Claim files may include accident/property loss reports, investigative reports, evidential documents such as photos, payment vouchers and any related correspondence. These records represent the official property claim files.</p> <p>From the Risk Management General Records Schedule</p>	<p>EVT+5 years and destroy confidential</p> <p>Event is the date the claim is closed</p>	Yes	No	

**Revision History**

A listing of changes to this GRS.

<b>Revision Date</b>	<b>RDA Number</b>	<b>Record Series Title</b>	<b>Revision Made</b>
8-27-18	FLEET020	Vehicle Use Agreements (VUA)	New record series added.