

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.01.020	PAGE 1 of 2
	EFFECTIVE DATE July 10, 2009	
SUBJECT Vehicle Files		SUPERSEDES 11.01.020
		DATED January 1, 1996
CHAPTER State Equipment Fleet	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing and maintaining standard vehicle files at all State Equipment Fleet (SEF) district offices and SEF headquarters.

POLICY

Vehicle files are to be kept in accordance with this policy and procedure and appropriate records retention schedules.

PROCEDURE

- A. Vehicle files will be established and maintained for all state owned vehicles and equipment under SEF management.
- B. Each district vehicle file will have the following documents pertaining to a specific vehicle for the life of the vehicle. The files will be kept in numerical order by vehicle number.
 - a. Receiving report
 - b. Asset check out/in sheet
 - c. Asset change documentation
 - d. Work orders
 - e. Correspondence pertaining to the vehicle
 - f. Accident reports
 - g. Copy of vehicle registration
 - h. Any other documents pertaining to service, maintenance, and repair.
- C. Headquarters will maintain the following documents in the vehicle files.
 - a. Receiving report
 - b. Accident reports
 - c. Correspondence pertaining to the vehicle
 - d. Copy of the title, Manufacturer Statement of Origin, and the original registration.

D. Vehicle File Retention.

- a. Headquarters vehicle files will be kept in the current files until the vehicle is either sold or scrapped. The vehicle file is moved to the SEF archive files and retained for the current, plus three fiscal years. Each fiscal year should be maintained separately to facilitate disposing of the files at the end of the retention cycle.
- b. The district will transfer their file to the buyer of the sold vehicle. The file will contain the receiving report, work orders, and documents pertaining to service, maintenance, and repair of the vehicle. A current copy of the Inspection and Maintenance (I/M) emissions testing is required if the vehicle is registered in Anchorage or Fairbanks and the program is still in place. All documents containing personal information, such as accident reports, must be removed prior to the file being made available to the party receiving the sold vehicle.
- c. When a vehicle has been in an accident that resulted in a fatality or involves possible litigation, the complete file will be sent to headquarters to be archived for 25 years or until there is no possibility of future litigation. The district will mark the outside of the file at the time of the accident so it is not inadvertently destroyed or transferred.

AUTHORITY

AS 44.17.030
AS 44.42.030

IMPLEMENTATION RESPONSIBILITY

SEF headquarters, SEF district and office managers, and SEF user agencies

DISTRIBUTION

All department employees via the DOT&PF website