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|  <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 11.01.001 | PAGE 1 of 2 |
| | EFFECTIVE DATE July 22, 2014 | |
| SUBJECT Records Maintenance | SUPERSEDES 11.01.001 | DATED December 15, 1993 |
| CHAPTER State Equipment Fleet | SECTION General Administration | APPROVED BY Signature on File |

PURPOSE

This formalizes the policy and procedure (P&P) of the department to establish guidelines for requiring the keeping and retention of records and information pertaining to State of Alaska vehicles.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to maintain vehicle records to provide necessary information for accountability and fleet management purposes.

Records shall be maintained to comply with any local, state, and federal regulations, and reasonable audit procedure requirements of the Division of Legislative Audit.

PROCEDURE

State Equipment Fleet (SEF) shall maintain the records pertaining to procurement, disposal, assignment, use, storage, capital costs, and rates. SEF shall maintain the maintenance and cost records for vehicles for which it provides maintenance. The assigned agency shall maintain maintenance and cost records for vehicles for which it has been delegated the responsibility for maintenance.

SEF shall periodically review the compliance with this policy by agencies that have been delegated responsibility for vehicle maintenance.

SEF shall oversee and maintain a computerized equipment management system to facilitate compliance with this policy.

AUTHORITY

AS 44.42.020
AS 44.68.230-240

IMPLEMENTATION RESPONSIBILITY

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

DISTRIBUTION

All department employees via the DOT&PF website