

Policies regarding Record Retention Schedule for Maintenance Department

Information compiled June 6, 2007

The Question: A member is looking to update their record retention schedule for their maintenance department. If you have a record retention schedule for your maintenance department, please attach it to your response.

Community Transit says... [Click here](#) to view our Records Retention Schedule Document. This is currently in the process of being divided into department levels. If you have further questions or concerns please contact our Records Retention Specialist, Chris Metzger at chris.metzger@commtrans.org or call 425-348-2316.

Jefferson Transit says... We are in the process of updating our record retention schedules as well, please forward any information.

Kitsap Transit says... Our records are 3 years on site, life of the vehicle plus 5 years in storage.

Link Transit says... Our retention schedule for maintenance records (i.e. work orders, fueling reports, etc) doesn't have a specific deadline. We keep all maintenance records for the "Life of Vehicle" so I can get rid of vehicle master files once we no longer own a vehicle, but since all other records (same as above) are filed as compilations, I don't bother destroying a specific vehicles work orders and/or fueling reports, etc. Unless we replace our entire fleet (which isn't going to happen in my lifetime), basically our record retention is somewhat "Permanent".

Pullman Transit says... I do not have a set time on how long I keep old records on the old equipment.

Skagit Transit says... [Click here](#) to view our policy.

Spokane Transit says... [Click here](#) to view our policy. You may also want to check Washington State government archives for a complete retention schedule.

Yakima Transit says... Our maintenance records (work orders and their associated costs) are stored within a computerized system on the City's mainframe computer and kept indefinitely, even after the vehicle is removed from service. Backups are conducted daily and stored in a safe location. FTA has required that hard copies of work orders and PM check lists be kept separately for the life of the vehicle. FTA also requires periodic submission of these hard copies. Hard copies may be disposed of after the vehicle is removed form service.