

Vice Chancellor for Administration
Transportation

350.01 Gas Book Record (Originals) (Hardcopy)

Dates: 1982 -
Volume: 20 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of a log of all gasoline purchases for university vehicles. It is used to monitor fuel usage for the Tank Reconciliation Reports and expenditures.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

350.02 Gas Tickets (Duplicates) (Hardcopy)

Dates: 1982 -
Volume: 14 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by vendor and Numerical by vehicle number

This record series consists of the vehicle driver's copies of credit card slips for gasoline purchases. These are used to verify gasoline purchases with invoices from vendors.

Originals are submitted to Purchasing with invoices.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

350.03 Individual Vehicle Record (Duplicates) (Hardcopy)

Dates: 1975 -
Volume: 4Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by vehicle number

This record series consists of the maintenance record of university vehicles.

Entries consist of descriptions of the vehicles, maintenance repairs and oil and gas purchases for the vehicles, and final disposal of the vehicles.

The hard copy is retained by the Transportation Office and the original top sheet is sent to Data Processing for its data entry.

Recommendation: Retain in office for two (2) years following the date the respective equipment is sold, traded, or discarded, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

350.04 Titles and Registrations of University Vehicles (Agency Record Copy)
(Hardcopy)

Dates: 1983 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by vehicle number

This record series consists of the university's copies of titles and registrations of university vehicles.

Original titles and registrations are maintained by the Vehicle Services Department of the Secretary of State's Office permanently per approved Application 83-68M, item 2.

Recommendation: Retain until the respective vehicles are sold, traded, or reassigned, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

350.05 Trip Tickets (Originals) (Hardcopy)

Dates: 1982 -
Volume: 42 Cu. Ft.
Annual Accumulation: 1.4 Cu. Ft.
Arrangement: Numerical by vehicle number

This record series consists of data processing cards used to document university vehicle use.

Cards list beginning and ending mileage, destination, date used, credit card number, description of vehicle, cost per mile of vehicle, account name (driver), and account number assigned for charge.

Trip tickets serve as a backup for billing and are considered important since this is the only document with the charged driver's signature.

Recommendation: Retain in office for six (6) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

350.06 Driver Approval Forms

Dates: 2008-
Volume: 4 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of original forms completed by University personnel for approval to drive a University vehicle. These forms are retained by the Office of Transportation Services in order to check an individual's driving record with the appropriate Department of Motor Vehicles. The forms contain the driver's name, date of birth, driver license number and state, license expiration date, and the employee/fiscal officer's signature.

Recommendation: Retain in office for five (5) years following the date of approval, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 03/20/13

350.07 Log of Collision and Comprehensive Coverage on University Fleet Vehicles

Dates: 1990-

Volume: 2 Cubic Feet/ 200 Megabytes

Annual Accumulation: Negligible

Arrangement: Numerical by year

This record series includes the Log of Collision and Comprehensive Coverage on University Fleet Vehicles maintained by the Southern Illinois University at Edwardsville (SIUE), Office of the Vice Chancellor for Administration division. This log serves as an insurance coverage listing of all fleet vehicles by description and the department the vehicle is assigned.

This item supersedes State Records Application No. 07- I 0, item I I 0.13. in order to: change the jurisdiction of this record series from the Office of the Chancellor's Risk Management Division to the Vice Chancellor for Administration's Transportation Division: update the record series arrangement and description narrative: include a transactional event trigger to the retention narrative, and make the retention media neutral. per agency request. (No changes are proposed to the previously approved record series length of retention.)

Recommendation: Retain for two (2) years after date of generation, or until administrative value has expired, whichever is longer, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40 provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved as Written 7/15/2020