

CLEMSON UNIVERSITY

CHIEF FINANCIAL OFFICER
TRANSPORTATION SERVICES
MOTOR POOL

CU 08080 **MONTHLY TRIP LOGS**

Description:

Document monthly vehicle usage. Information includes date, driver's name and driver's license number, beginning and ending odometer readings, destination, purpose, vehicle tag number, university vehicle number, and project number.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08082 **REQUESTS FOR MOTOR VEHICLES**

Description:

Document requests to use university motor vehicles. Information includes ticket number, account number(s) to be charged, percentage of costs, date, department's name, principal and/or alternate driver's name, driver's license number, social security number, purpose of trip, time and type of vehicle needed, authorized signature, and status of reservation.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08083 MOTOR VEHICLE MASTER FILES

Description:

Document master file of vehicles owned and/or removed from the motor vehicle fleet. Information includes motor vehicle maintenance history, miscellaneous maintenance, monthly gasoline and oil record, serial number, motor vehicle number, model and year, key code number, color of vehicle, and signatures of shop foreman and mechanic.

Retention:

3 years after disposition of vehicle; destroy.

Schedule approved 9/29/94

CU 08084 MOTOR VEHICLE OPERATIONS AND MAINTENANCE FILES

Description:

Document motor vehicle operations and maintenance. Information includes motor vehicle requests, inspection reports, motor vehicle accident reports, motor vehicle inventories, and other related information.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08085 MOTOR POOL VEHICLES OWNERSHIP FILES

Description:

Document information concerning motor vehicles owned by university departments or assigned to university departments on a temporary basis. Information includes purchase requisitions, purchase orders, vehicle specifications, bid requests, lease options by departments, serial number, make and model, maintenance activity, and other related information.

Retention:

3 years after disposition of vehicle; destroy.

Schedule approved 9/29/94

CU 08086 **TRIP CANCELLATIONS**

Description:

Document the cancellation of motor vehicle trip requests. Information includes ticket number, account number(s) to be charged, percentage of costs, date, department name, principal and/or alternate driver's name, driver's license number, social security number, purpose of trip, time and type of vehicle needed, signature, status of reservation and cancellation notice.

Retention:

1 year after cancellation; destroy.

Schedule approved 9/29/94