

DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

TRANSPORTATION SERVICES SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

TRANSPORTATION SERVICES SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

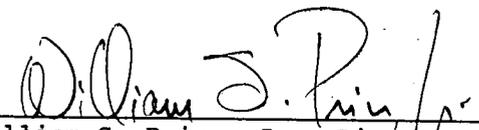
APPROVAL RECOMMENDED

  
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Kay S. Oney, Chief Records Officer  
Department of Public Instruction

  
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Norfleet Gardner, Chief Consultant  
Transportation Services Section

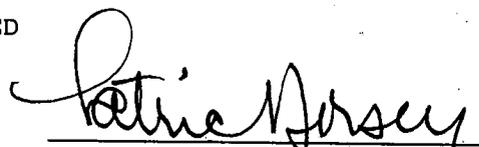
  
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Theodore R. Drain, Director  
Division of School Services

  
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Charles H. Weaver, Assistant State  
Superintendent for Auxiliary Services

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
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Bob R. Etheridge, State Superintendent  
Department of Public Instruction

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

October 31, 1991

HFH

. . . ABOUT THIS RECORDS DISPOSITION SCHEDULE . . .

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the word "Item...") and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will ensure conformity with the law and will ensure that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel then will amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

For information or assistance, call 919-733-3540.

DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION

Records Retention and Disposition Schedule

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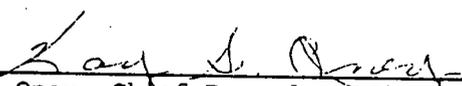
TRANSPORTATION SERVICES SECTION

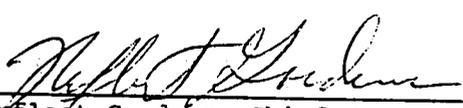
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

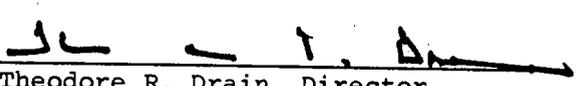
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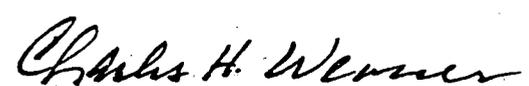
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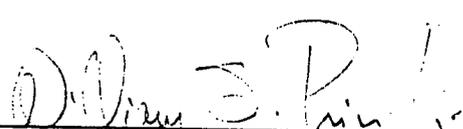
APPROVAL RECOMMENDED

  
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Department of Public Instruction

  
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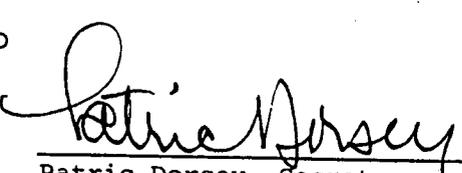
  
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APPROVED

  
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Bob R. Etheridge, State Superintendent  
Department of Public Instruction

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

October 31, 1991

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION  
ADMINISTRATIVE UNIT**

**ITEM 1060. COUNTY CORRESPONDENCE FILE.**

Section correspondence written and/or received from each county concerning school bus purchases, meetings, evaluations, and programs for special education students. File includes information regarding school consolidation and redistricting. File also includes maps.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 1061. BUS PURCHASE CORRESPONDENCE FILE.**

Section correspondence with bus body builders, other agencies, and organizations concerning the acquisition of school buses. File includes bus reference copies of purchase records and invoices, check stubs, and information regarding allotments to local administrative units.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

**ITEM 30605. CORRESPONDENCE AND MEMORANDUMS (ADMINISTRATIVE) FILE.**

Administrative and management correspondence and memorandums written and/or received by the section. File includes historical information regarding public school bus transportation. (File previously transferred to the State Records Center under Item 1059.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 30606. LEGISLATIVE FILE.**

Legislative bills and other legislative information concerning the section. (File previously transferred to the State Records Center under Item 1059.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 30610. PHOTOGRAPHS FILE.**

Photographs and negatives used in publicizing programs and services of the section. (File previously transferred to the State Records Center under Item 1059.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

**ITEM 30611. SCHOOL BUS ROUTES FILE.**

Records concerning routes used by school buses to transport children to and from schools. File includes school district maps. (File previously transferred to the State Records Center under Item 1059.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 30614. CONTRACTS EXPENDITURES (AID IN LIEU) REQUESTS FILE.**

Records received from local boards of education seeking funding allocations for contracted transportation services for families of children who are relocated away from family members; for children who are transported more than a mile to a bus stop or school; and for children who are transported by their families significant distances to schools or special learning centers. File includes applications, approval forms, requests for allotment forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
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DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION  
BUDGET AND ALLOTMENT UNIT**

**ITEM 1071. NORTH CAROLINA PUPIL SCHOOL TRANSPORTATION REPORTS FILE.**

Machine readable and paper annual pupil transportation reports completed by each local education agency (LEA) for each school year. Information includes number of buses operated daily, account of transportation expenditures, average number of pupils transported daily, mileage driven, number of schools served by buses, and data concerning bus drivers (age, sex, etc.). Reports also include summaries of statistical information regarding school bus transportation in North Carolina and other related information.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Erase in office electronic records when information is superseded or obsolete.

**ITEM 30612. ALLOTMENT REPORTS FILE.**

Machine readable and paper records concerning driver salary allotments, contract transportation allotments, and summer school allotments for each local education unit.

DISPOSITION INSTRUCTIONS: Erase in office electronic records and destroy in office paper records after 2 years and when released from all audits, whichever occurs later.

**ITEM 30615. ESTABLISHED REFUND RATES BY COUNTY REPORTS (ELECTRONIC) FILE.**

Machine readable records concerning established refund rates for transportation services rendered by each county.

DISPOSITION INSTRUCTIONS: Erase in office after 2 years and when released from all audits, whichever occurs later.

**ITEM 30619. PROJECTIONS (ELECTRONIC) FILE.**

Machine readable records concerning projections for school bus driver salaries, contracted transportation services, and summer school transportation needs.

DISPOSITION INSTRUCTIONS: Erase in office after each fiscal year.

**ITEM 30621. SECURITY BACKUP (ELECTRONIC) FILE.**

Security backup of electronic data processing public records for various electronic data processing systems applications.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.

**ITEM 30627. SALARIES (ELECTRONIC) FILE.**

Machine readable records listing all employees of the section and their designated pay scales. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Update in office when information is superseded or obsolete.

**ITEM 32868. ALLOCATION OF DRIVERS' SALARIES FORMS (TD2R) FILE.**

Forms used to allocate school bus drivers' salaries within each local education agency (LEA). Information includes numbers of buses, driving time and mileage data for various bus routes, statistics indicating the number of pupils transported, and other related data.

DISPOSITION INSTRUCTIONS: Enter information into Allotment (Electronic) File immediately upon receipt. Destroy in office 2 years after information has been entered into computer and quality control procedures completed.

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION  
BUDGET AND ALLOTMENT UNIT**

**ITEM 32869. ALLOTMENTS (ELECTRONIC) FILE.**

Machine readable records concerning the allotments of funding for driver salaries, salaried personnel, fuel expenses, non-fuel expenses, and contracted transportation services for each local education agency (LEA). File includes information regarding actual dollars allocated to each LEA.

DISPOSITION INSTRUCTIONS: Erase in office after each fiscal year.

**ITEM 33004. TRANSPORTATION PERSONNEL (ELECTRONIC) FILE.**

Machine readable records listing all transportation personnel by unit (drivers not included) and their designated pay scales, monthly and annual salaries, and positions earned.

DISPOSITION INSTRUCTIONS: Update in office when information is superseded or obsolete.

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION  
TRANSPORTATION STUDIES UNIT**

**ITEM 30623. BUS REPLACEMENT INVENTORIES (ELECTRONIC) FILE.**

Machine readable records concerning inventories of all vehicles that need replacing within all school systems in North Carolina. File includes specific information regarding each vehicle that is eligible for replacement.

DISPOSITION INSTRUCTIONS: Erase in office after 3 years.

**ITEM 30624. CURRENT INVENTORIES (ELECTRONIC) FILE.**

Machine readable records concerning current inventories of all buses designated to school systems throughout North Carolina. File includes capital overlay purchase information for the past 10 years.

DISPOSITION INSTRUCTIONS: Erase in office after 10 years.

**ITEM 30625. INVENTORIES DELIVERED (ELECTRONIC) FILE.**

Machine readable records concerning inventories of buses delivered to each local education unit.

DISPOSITION INSTRUCTIONS: Update in office when information is superseded or obsolete.

**ITEM 30628. SECURITY BACKUP (ELECTRONIC) FILE.**

Security backup of electronic data processing public records for various electronic data processing systems applications.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.

**ITEM 30629. STATUS OF CURRENT CONTRACTS (ELECTRONIC) FILE.**

Machine readable records concerning the status of purchasing contracts of buses. File includes information regarding the number of buses ordered, number of buses received, and the amount paid for each bus by local education units.

DISPOSITION INSTRUCTIONS: Erase in office after 3 years.

**DEPARTMENT OF PUBLIC INSTRUCTION  
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TRANSPORTATION SERVICES SECTION  
VEHICLE FLEET MANAGEMENT UNIT**

**ITEM 21525. VEHICLE MONTHLY FUEL AND OIL CONSUMPTION REPORTS FILE.**

Printouts concerning fuel charges for school buses and service vehicles by each local education agency. Information includes the number of gallons of gasoline charged.

DISPOSITION INSTRUCTIONS: Transfer copy of report to each local education agency (LEA) monthly. Destroy in office June monthly reports after 5 years. Destroy in office remaining copies when superseded or obsolete.

**ITEM 30630. PERSONNEL LABOR REPORTS FILE.**

Printouts concerning month-to-day and year-to-date labor expenses for services rendered on each type of vehicle. File includes information that calculates the difference in labor charged versus the actual number of hours worked.

DISPOSITION INSTRUCTIONS: Transfer copy of report to each local education agency (LEA) monthly. Destroy in office June monthly reports after 5 years. Destroy in office remaining copies when superseded or obsolete.

**ITEM 30631. QUARTERLY FUEL OVER/SHORT REPORTS (REFERENCE) FILE.**

Printouts concerning adjustments to the annual fuel inventory for fleet vehicles in each local education agency (LEA). File includes summaries of fuel adjustments for each LEAs fuel inventories. (Reports are provided quarterly from the Department of Transportation.)

DISPOSITION INSTRUCTIONS: Transfer detailed printouts to each local education agency (LEA) quarterly. Destroy in office summaries after 2 years.

**ITEM 30632. QUARTERLY OVERSTOCK PARTS REPORTS (REFERENCE) FILE.**

Printouts concerning repair parts that are overstocked. File includes information indicating the current values of overstocked parts and also which parts are obsolete. File also includes summaries of overstocked parts. (Reports are provided quarterly from the Department of Transportation.)

DISPOSITION INSTRUCTIONS: Transfer detailed printouts to each local education agency (LEA) quarterly. Destroy in office summaries after 2 years.

**ITEM 30633. SECURITY BACKUP (ELECTRONIC) FILE.**

Security backup of electronic data processing public records for various electronic data processing systems applications found on personal computers located within the unit.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.

**ITEM 30634. VEHICLE ASSIGNMENT INQUIRY (ELECTRONIC) FILE.**

Machine readable records listing vehicles assigned to each school within each local education agency (LEA). File includes information concerning names of each school system, types of vehicles assigned to each school system, and other related information.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Master Inquiry and Maintenance (Electronic) File.

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TRANSPORTATION SERVICES SECTION  
VEHICLE FLEET MANAGEMENT UNIT**

**ITEM 30635. VEHICLE MASTER INQUIRY AND MAINTENANCE (ELECTRONIC) FILE.**

Machine readable records concerning complete vehicle histories for all buses registered in the vehicle fleet. File includes information regarding total cost for labor, parts, tires, and fuel for all fleet vehicles; information listing the total amount of gasoline and oil used by each vehicle; information regarding each vehicle's average cost per mile; dates indicating each vehicle's last safety inspection; and other related information. File also includes information regarding purchased or sold vehicles from each county.

DISPOSITION INSTRUCTIONS: Erase in office information regarding sold vehicles after each fiscal year and when released from all audits. Remaining information is updated and/or erased at the county level and by the Department of Transportation when information is superseded or obsolete.

**ITEM 30636. VEHICLE MONTHLY COST REPORTS (REFERENCE) FILE.**

Printouts concerning monthly charges for each vehicle's operating and service expenses. File includes information indicating the number of miles each vehicle travelled during the fiscal year, total summaries of expenses incurred by each type of vehicle, and other related information.

DISPOSITION INSTRUCTIONS: Transfer detailed printouts to each local education agency (LEA) monthly. Destroy in office summaries after 2 years.

**ITEM 30637. VEHICLE PREVENTATIVE MAINTENANCE INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning preventative maintenance for all vehicles in the fleet. File includes information concerning the amount of fuel used by each vehicle since the last preventative service, dates when last preventative service was performed on each vehicle, mileage travelled by each vehicle since the last service, gas consumption information for each vehicle, and other related information. (Information is entered into this file from each county's bus garage.)

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Master Inquiry and Maintenance (Electronic) File.

**ITEM 30638. VEHICLE PREVENTATIVE MAINTENANCE DUE INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning vehicles that need preventative service performed monthly. File includes dates when preventative maintenance was performed and when the next preventative maintenance service date is scheduled for each vehicle. (Information is entered into this file from each county's bus garage.)

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Master Inquiry and Maintenance (Electronic) File.

**ITEM 30639. VEHICLE PREVENTATIVE MAINTENANCE HISTORY INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning complete information of all preventative maintenance performed for motor fleet vehicles. File includes information regarding mileage readings of all vehicles at each preventative maintenance service, and mileage information indicating the number of miles travelled between each service.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Master Inquiry and Maintenance (Electronic) File.

**DEPARTMENT OF PUBLIC INSTRUCTION  
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TRANSPORTATION SERVICES SECTION  
VEHICLE FLEET MANAGEMENT UNIT**

**ITEM 30640. VEHICLE REPAIR HISTORY INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning complete repair histories for all vehicles in the vehicle fleet. File includes information regarding the number of hours required for performing all necessary repairs, total cost for labor, information regarding quantities and cost for parts used for vehicle repairs, and other related information.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Repair Parts Inquiry and Maintenance Master (Electronic) File.

**ITEM 30641. VEHICLE REPAIR PARTS HISTORY INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning histories of all repair parts issued. File includes information identifying which fleet vehicle received which part, the quantities and cost of each part issued, and also how many parts remain in the inventory.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Repair Parts Inquiry and Maintenance Master (Electronic) File.

**ITEM 30642. VEHICLE REPAIR PARTS INVENTORY INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning inventories of all vehicle repair parts. File includes information listing quantities and unit cost of all available repair parts, information indicating their bin location, inventories of service trucks, and other related information.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Repair Parts Inquiry and Maintenance Master (Electronic) File.

**ITEM 30643. VEHICLE REPAIR PARTS LOCATING INQUIRY (ELECTRONIC) FILE.**

Machine readable records concerning the statewide location of repair parts for motor fleet vehicles. File includes information regarding each local education unit's availability of a particular part and other related information.

DISPOSITION INSTRUCTIONS: File is updated automatically when changes occur in the Vehicle Repair Parts Inquiry and Maintenance Master (Electronic) File.

**ITEM 30644. VEHICLE REPAIR PARTS INQUIRY AND MAINTENANCE MASTER (ELECTRONIC) FILE.**

Machine readable records concerning complete information of all repair parts used for fleet vehicles. File includes information regarding unit prices, recommended minimum and maximum stock levels for inventory, status of active or obsolete parts, quantities of parts ordered, quantities of parts stocked on service vehicles, quantities of parts issued from service vehicles, information indicating number of days parts have been ordered, historical information indicating how long parts have been stocked, and other related information.

DISPOSITION INSTRUCTIONS: Erase in office information regarding obsolete parts for vehicle repairs after each fiscal year and when released from audits. Remaining information is updated and/or erased at the county level and by the Department of Transportation when information is superseded or obsolete.

**ITEM 30645. WORK SOURCE REPORTS (REFERENCE) FILE.**

Printouts concerning costs incurred for labor and repair parts for various fleet vehicles.

DISPOSITION INSTRUCTIONS: Transfer copy of report to each local education agency (LEA) monthly. Destroy in office June monthly reports after 5 years. Destroy in office remaining copies when superseded or obsolete.

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TRANSPORTATION SERVICES SECTION  
VEHICLE FLEET MANAGEMENT UNIT**

**ITEM 30651. VEHICLE FLEET MANAGEMENT SYSTEM HELP DESK (ELECTRONIC) FILE.**

Machine readable records concerning various facets of the fleet management program. File includes electronic messages received from local education units, information regarding the status of surplus and new vehicles available for school systems, and information regarding transfers of vehicles from one local unit to another local unit.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

**ITEM 31286. ANNUAL PURCHASES OF EQUIPMENT (ELECTRONIC) FILE.**

Machine readable records concerning purchases of vehicles for each local education agency (LEA). File includes information describing the cost and types of vehicles purchased and their distribution to LEAs, financial status information, information regarding current inventories of available vehicles for each LEA, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**ITEM 31288. ELECTRONIC MAIL REQUESTS (PRINTOUTS) FILE.**

Requests received from each local education administrative unit concerning purchases and sales of vehicles. File includes requests received from each local education agency (LEA) concerning new vehicle parts.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after information has been entered into the appropriate electronic file, Vehicle Master Inquiry and Maintenance (Electronic) File or Vehicle Repair Parts Inquiry and Maintenance Master (Electronic) File, and after quality control procedures are completed.

**ITEM 31291. TRANSACTIONS (ELECTRONIC) REFERENCE FILE.**

Machine readable records concerning fuel consumption and summaries of personnel labor information regarding costs for servicing vehicles. (Information is entered into this file from each county's bus garage and compiled by the Department of Transportation for use by the section to create specialized reports.)

DISPOSITION INSTRUCTIONS: Information is updated and/or erased monthly by the Department of Transportation.

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR AUXILIARY SERVICES  
DIVISION OF SCHOOL SERVICES  
TRANSPORTATION SERVICES SECTION  
VEHICLE REPLACEMENT UNIT**

**ITEM 1066. BUSES AND SERVICE VEHICLES REPLACEMENT AND ALLOTMENTS FORMS FILE.**

Completed forms submitted by transportation consultants concerning recommendations for vehicle replacements and allotments to each local education agency (LEA). File includes vehicle specifications (model, year, and name of manufacturer).

DISPOSITION INSTRUCTIONS: Enter vehicle replacement information into Buses and Service Vehicles Replacement and Allotments Master (Electronic) File (Item 30648) immediately upon receipt. Enter allotment information into Buses and Service Vehicles Replacement and Allotments Master (Electronic) File (Item 30648) after legislative approval for funding is granted. Destroy in office vehicle replacement information after 5 years. Destroy in office allotment information after 2 years and when released from all audits, whichever occurs later.

**ITEM 21522. INVOICES TO BE PAID FROM LOCAL FUNDS FOR CAPITAL OUTLAYS EQUIPMENT FILE.**

Invoices concerning departmental expenditures for school bus and gasoline purchases that are to be paid partially or in full by local funds.

DISPOSITION INSTRUCTIONS: Transfer invoices to Paid Bills From Local Funds File when paid.

**ITEM 21523. PAID BILLS FROM LOCAL FUNDS FILE.**

Departmental bills concerning bus and gasoline purchases that are paid partially or in full by local funds. File includes copies of invoices.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

**ITEM 30647. TRANSPORTATION HISTORIES/BUDGET FORECAST FILE.**

Completed forms submitted by each local education agency (LEA) concerning costs for fuel, salaries, contracted transportation services, and other administrative costs incurred at the local level for 2 bienniums (2 previous years, current year, and 2 projected years). (File is used to assist section in determining the amount of funds allocated to each LEA.)

DISPOSITION INSTRUCTIONS: Enter information into Transportation Histories/Budget Forecast (Electronic) File weekly. Destroy in office data entry forms after information is verified and quality control procedures completed.

**ITEM 30648. BUSES AND SERVICE VEHICLES REPLACEMENT AND ALLOTMENTS MASTER (ELECTRONIC) FILE.**

Machine readable records concerning the replacement and allotment of buses and service vehicles recommended by transportation consultants and appropriate local education agency officials in each county. File includes information regarding vehicle specifications (model, year, and name of manufacturer). File also includes allotment information regarding the number of buses and the amount of fuel allocated to each local education agency.

DISPOSITION INSTRUCTIONS: Erase in office after 1 year and when released from all audits, whichever occurs later.

**ITEM 30649. BUSES ON LOAN CORRESPONDENCE FILE.**

Correspondence received from local education agencies (LEAs) requesting the use of specific used buses that can be loaned to LEAs.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after loan arrangements are terminated if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF PUBLIC INSTRUCTION  
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VEHICLE REPLACEMENT UNIT**

**ITEM 30650. SECURITY BACKUP (ELECTRONIC) FILE.**

Security backup of electronic data processing public records for various electronic data processing systems application.

DISPOSITION INSTRUCTIONS: Transfer one security copy of electronic data processing record (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Destroy/erase returned records in office as approved by current records retention and disposition schedules.

**ITEM 32870. COST SUMMARY (FACT SHEETS) REPORTS FILE.**

Reports summarizing charges incurred by each local education agency (LEA) for vehicle repairs, gasoline, new bus purchases, and other related expenses.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 32871. COST SUMMARY (REFERENCE) FILE.**

Reference copies of records concerning charges made by each local education agency for vehicle repairs, gasoline, new bus purchases, and other related expenses.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after each Cost Summary (Fact Sheet) Report is compiled.

**ITEM 32872. SCHOOL BUS LOANER (ELECTRONIC) FILE.**

Machine readable records concerning requests received from local education agencies (LEAs) for buses to be issued on loan. File includes number of buses loaned to designated counties, information indicating when loaned buses are replaced by new buses using local funds, and other financial information regarding purchased buses.

DISPOSITION INSTRUCTIONS: Erase in office 1 year after loan arrangements are terminated, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

**ITEM 32873. TRANSPORTATION HISTORIES/BUDGET FORECAST (ELECTRONIC) FILE.**

Machine readable records concerning budget histories and projections for each local education agency (LEA). File includes information regarding mechanic and driver salaries, cost of garage equipment, cost of repair parts, cost for garage fuels, and other administrative costs incurred at the local level for 2 bienniums (2 previous years, current year, and 2 projected years).

DISPOSITION INSTRUCTIONS: Erase in office after 3 years.

**ITEM 32874. TRANSPORTATION HISTORIES/BUDGET FORECAST (PRINTOUTS) FILE.**

Printouts concerning budget projections for each local education agency (LEA). File includes information regarding mechanics' and drivers' salaries, equipment costs, fuel purchases, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.