

**Custom Retention Schedule Issued to:  
Tucson, City of**

**Special DTM Retention Schedule**

**Revenue Division**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Administration \ Special Projects	<b>41504 - Petitions( paving, utility lines, and other public works and utility services records)</b>	<b>5 Years</b>  <b>KEEP</b>  <b>After project completed or abandoned.</b>	Not on General Retention Schedule - should retain	<b>Nov 7 2007</b>
City of Tucson \ Transportation \ Administration \ Special Projects	<b>41505 - Art Project Records</b>	<b>10 Years</b>  <b>KEEP</b>  <b>After project completed or abandoned.</b>	Not on General Retention Schedule - should retain	<b>Nov 7 2007</b>
City of Tucson \ Transportation \ Administration \ Special Projects	<b>41506 - Contracts ( office copy including artist, public art, construction, equipment, service and supply records)</b>	<b>REMOVE</b>  <b>After administrative value has been served or 6 years after contract has been fulfilled, cancelled or revoked, whichever comes sooner.</b>	Seems to be Item #10067 - Capital Asset Records (including contracts) - 3 yrs but a minimum of 6 yrs	<b>Nov 7 2007</b>

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**Special Projects**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Administration \ Special Projects	41507 - Drainage Reports (office copy)	6 Months  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  After project completed.	Not on General Retention Schedule - should retain	Nov 7 2007
City of Tucson \ Transportation \ Administration \ Special Projects	41508 - Design Records	Permanent  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  Preserve pursuant to ARS 39-101.	Not on General Retention Schedule - should retain	Nov 7 2007
City of Tucson \ Transportation \ All Transportation Offices	41509 - Citizen Complaints	2 Years  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  After completed or closed.	Not on General Retention Schedule - should retain	Nov 7 2007

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**All Transportation Offices**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \ Transportation \ All Transportation Offices</i>	<b>41510 - Expense Accounting Records (department/division copies including requisitions, purchase orders, receiving documents, claims, and other related records)</b>	<b>3 Years</b>  <div style="border: 1px solid red; padding: 2px; display: inline-block;">Recommend remove</div>  <b>After fiscal year created/received.</b>	<div style="border: 1px solid red; padding: 2px;">Not in General Retention Schedule but seems to be covered by Records Series #10071 - Financial Management Records (3-years retention after year created / received)</div>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ All Transportation Offices</i>	<b>41511 - Revenue Accounting Records ( department. Division copies including cash receipts)</b>	<b>3 Years</b>  <div style="border: 1px solid red; padding: 2px; display: inline-block;">Recommend remove</div>  <b>After fiscal year created/received.</b>	<div style="border: 1px solid red; padding: 2px;">Not in General Retention Schedule but seems to be covered by Records Series #10071 - Financial Management Records (3-years retention after year created / received)</div>	<b>Nov 7 2007</b>

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**Engineering**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<p><i>City of Tucson \</i> <i>Transportation \</i> <i>Engineering</i></p>	<p><b>41512 - Road Project Construction Records: Construction Records ( Construction contract documents, standard submittals, permits, payroll, inspection reports, field books, Stormwater Pollution Prevention Plan (SWPP), Notice of Intent (NOI)</b></p>	<p><b>3 Years</b></p> <p style="text-align: center;"><span style="border: 1px solid green; padding: 2px;">KEEP</span></p> <p><b>After completion of work and final payment made or after Federal Audit completed on applicable projects, whichever is later.</b></p>	<div style="border: 1px solid red; padding: 5px; color: red;"> <p>Keep - The added retention note to save until Federal Audit not on General Retention Schedule</p> </div>	<p><b>Nov 7 2007</b></p>
<p><i>City of Tucson \</i> <i>Transportation \</i> <i>Engineering</i></p>	<p><b>41513 - Road Project Construction Records: Design Records ( non-District Improvements) (constructed) Tabulation records of contracts, Invitation to Bid advertisement, proposal forms and specifications)</b></p>	<p><b>3 Years</b></p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">REMOVE</span></p> <p><b>After completion of work and final payment made.</b></p>	<div style="border: 1px solid red; padding: 5px; color: red;"> <p>On General Retention Schedule # 21042</p> </div>	<p><b>Nov 7 2007</b></p>

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Engineering	41514 - Road Project Construction Records: District Improvement Projects ( Design and Construction records including items listed about in design and construction files ( constructed) items 1b and 1c)	3 Years  <div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  After final assessment and bond payments made.	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Not on General Retention Schedule - should retain</div>	Nov 7 2007
City of Tucson \ Transportation \ Engineering	41515 - Municipal Separate Storm Sewer System Permit Records	5 Years  <div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  After permit expired.	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Not on General Retention Schedule - should retain</div>	Nov 7 2007
City of Tucson \ Transportation \ Engineering	41516 - Construction, Equipment Service and Supply Contracts ( office copy)	6 Years  <div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  After contract expired, cancelled or revoked or when administrative value has been served, whichever comes first.	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Not on General Retention Schedule - should retain</div>	Nov 7 2007
			<div style="border: 1px solid red; padding: 2px; display: inline-block;">Similar items: 21072 contract construction 3 yrs 52997 contract equipment lease and goods 6 yrs 53074 contract accepted 6 yrs</div>	

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<i>City of Tucson \ Transportation \ Engineering</i>	<b>41517 - Road Project Construction Records: Design Records( not constructed)</b>	<b>10 Years</b>  <div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  <b>After project declined.</b>	<div style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</div>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Engineering</i>	<b>41518 - Drainage Reports and Planning Studies</b>	<div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  <b>After superseded or obsolete.</b>	<div style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</div> <div style="border: 1px solid red; padding: 2px; margin-top: 10px;">Similar items: 20584 - Area Master Studies/Plans 20 yrs 20592 - Drainage Records - Permanent</div>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Engineering</i>	<b>41519 - Road Project Construction Records: As-Built Drawings and Records ( All improvement plans in public right-of-way, public property)</b>	<b>Permanent</b>  <div style="border: 1px solid blue; padding: 2px; display: inline-block;">KEEP</div>  <b>Preserve pursuant to ARS 39-101.</b>	<div style="border: 1px solid red; padding: 2px;">Keep - higher level than # 21043 as-built plans</div>	<b>Nov 7 2007</b>

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Engineering	41520 - Maps ( including land surveys, right-of-way, parks and other municipal property, assessment and petition maps and floodplain)	Permanent  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  Preserve pursuant to ARS 39-101.	Keep - higher level than # 21048 Survey Records	Nov 7 2007
City of Tucson \ Transportation \ Engineering	41521 - Survey Field Notes (field books)	Permanent  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  Preserve pursuant to ARS 39-101.	Keep - higher level than # 21048 Survey Records	Nov 7 2007
City of Tucson \ Transportation \ Engineering	41522 - Right-of-Way Records: Maps	Permanent  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  Preserve pursuant to ARS 39-101.	Keep - higher level than # 21052 ROW Files	Nov 7 2007
City of Tucson \ Transportation \ Engineering	41523 - Right-of-Way Records: Section Records ( easements, deed and agreements)	Permanent  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  Preserve pursuant to ARS 39-101.	Keep - higher level than # 21052 ROW Files	Nov 7 2007

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \ Transportation \ Engineering</i>	<b>41524 - Road Project Construction Records</b>	REMOVE	Remove - seems a duplicate	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Engineering</i>	<b>41525 - Right-of-Way Records</b>	REMOVE	Remove - seems a duplicate	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Management Services</i>	<b>41526 - Capital Improvement Project Records ( including estimates, funds, budgets, project survey plan, studies, and testing and inspection reports)</b>	<b>10 Years</b>  KEEP	Not on General Retention Schedule - should retain	<b>Nov 7 2007</b>
		<b>After completed.</b>		
<i>City of Tucson \ Transportation \ Management Services</i>	<b>41527 - Financial Records for Architectural Services</b>	<b>10 Years</b>  Recommend remove	Not on General Retention Schedule but seems excessive  Similar items: 10321 - Building Construction Records - 9 yrs 10316 - Architect / Consultant Records Not Used - 3 yrs 10057 - Accounts Payable - 3 yrs	<b>Nov 7 2007</b>
		<b>After project completed or abandoned.</b>		

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**Management Services**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Management Services	41528 - Labor Agreements	10 Years  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  After contract fulfilled, cancelled or revoked.	<span style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</span>  <span style="border: 1px solid red; padding: 2px;">Similar items: 10071 - Financial Management Records - 3 yrs 52997 - Contract &amp; Agreement Records - (including) Employment and Services - 6 yrs</span>	Nov 7 2007
City of Tucson \ Transportation \ Management Services	41529 - County Service Contracts	10 Years  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  After contract fulfilled, cancelled or revoked.	<span style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</span>	Nov 7 2007
City of Tucson \ Transportation \ Management Services	41530 - Security Video Records	<del>1 Week</del>  <span style="border: 1px solid red; padding: 2px;">REMOVE</span>  After recorded.	<span style="border: 1px solid red; padding: 2px;">Incorrect retention period, Should be 2 WEEKS - Item #10308 - Surveillance Recordings.</span>	Nov 7 2007
City of Tucson \ Transportation \ Park Wise	41531 - Revenue Records ( office copy including residential permit, parking meter and off-street parking records)	2 Years  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  After fiscal year created or received.	<span style="border: 1px solid red; padding: 2px;">Keep - higher level than # 21048 Survey Records</span>	Nov 7 2007

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**Park Wise**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \</i> <i>Transportation \</i> <i>Park Wise</i>	<b>41532 - Tucson Inner City Express Transit( TICET) Shuttle Records</b>	<b>2 Years</b>  <span style="border: 1px solid red; padding: 2px;">REMOVE</span>  <b>After calendar year completed.</b>	<span style="border: 1px solid red; padding: 2px;">TICET ended in 2016</span>	<b>Nov 7 2007</b>
<i>City of Tucson \</i> <i>Transportation \</i> <i>Park Wise</i>	<b>41533 - Maintenance Records ( including residential permit, parking meter and off-street parking records)</b>	<b>3 Years</b>  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  <b>After maintenance performed.</b>	<span style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</span>	<b>Nov 7 2007</b>
<i>City of Tucson \</i> <i>Transportation \</i> <i>Streets and Maintenance</i>	<b>41534 - Maintenance Records: Non-specific locations of traffic signals and street signs</b>	<b>3 Years</b>  <span style="border: 1px solid red; padding: 2px;">REMOVE</span>  <b>After maintenance performed.</b>	<span style="border: 1px solid red; padding: 2px;">Is this should be in Cartograph. Item #21045 Street Maintenance Records. Remove.</span>	<b>Nov 7 2007</b>

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**Streets and Maintenance**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Streets and Maintenance	41535 - Routine Maintenance Records ( including street striping/ painting, asphalt maintenance, street sweeping, dirt road maintenance, sidewalk repair, storm damages, weed removal and drainage maintenance)	3 Years  <div data-bbox="1108 456 1234 488" style="border: 1px solid red; padding: 2px;">REMOVE</div>  After maintenance performed.	Is this should be in Cartograph. Item #21045 Street Maintenance Records. Remove.	Nov 7 2007
City of Tucson \ Transportation \ Streets and Maintenance	41536 - Maintenance Records: Specific locations of street lights	7 Years <div data-bbox="1087 829 1297 927" style="border: 1px solid red; padding: 2px;">REMOVE - Smart Mobility to follow General Retention</div>  After maintenance performed.	Is this in Cartograph? Seems to be covered by: Item #21045 Street Maintenance Records. Remove?	Nov 7 2007
City of Tucson \ Transportation \ Streets and Maintenance	41537 - Street Light Installation Oder Records	7 Years <div data-bbox="1087 1154 1297 1252" style="border: 1px solid red; padding: 2px;">REMOVE - Smart Mobility to follow General Retention</div>  After date installed.	Should be 3-years. For replacement/upgrade Item #21045 Street Maintenance Records - 3yrs. For New (such as HAWK) Item # 21042 Street Construction Records - 3yrs (Unless FHWA money). Are these records in Cartograph now?	Nov 7 2007

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Streets and Maintenance	41538 - Time Cards for Electric and Paint Shop ( charging federally-funded projects)	<p><b>10 Years</b></p> <p>Finance to determine</p> <p><b>After project completed or when requirements for funding agency are met, whichever is later.</b></p>	<p>Retain? Feds requiring it longer? #10085 Payroll Records - 3 yrs</p>	<b>Nov 7 2007</b>
City of Tucson \ Transportation \ Streets and Maintenance	41539 - Maintenance Records: Specific locations of traffic lights	<p><b>10 Years</b></p> <p>REMOVE - Smart Mobility to follow General Retention</p> <p><b>After maintenance performed.</b></p>	<p>Is this in Cartograph? Seems to be covered by: Item #21045 Street Maintenance Records.</p>	<b>Nov 7 2007</b>
City of Tucson \ Transportation \ Streets and Maintenance	41540 - Maintenance Contracts ( office copy)	<p>Streets and Traffic Maintenance decision</p> <p><b>After administrative value has been served or 6 years after contract fulfilled, cancelled or revoked, whichever is sooner.</b></p>	<p>Keep? Office copies often have no retention as they are a copy with the official elsewhere.</p>	<b>Nov 7 2007</b>

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**Streets and Maintenance**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Streets and Maintenance	41541 - Maintenance Records	REMOVE	Remove. Item #21045 Street Maintenance Records.	Nov 7 2007
City of Tucson \ Transportation \ Traffic Engineering	41542 - Traffic Accident Data Records ( summary )	2 Years  KEEP  After calendar year created	Not on General Retention Schedule - should retain	Nov 7 2007
City of Tucson \ Transportation \ Traffic Engineering	41543 - Neighborhood Traffic Management Records	2 Years  KEEP	Not on General Retention Schedule - should retain	Nov 7 2007
City of Tucson \ Transportation \ Traffic Engineering	41544 - Barricade Permit Records	5 Years  REMOVE  After permit issued.	Remove. We have been following 3-yrs retention from Item 21047.	Nov 7 2007
City of Tucson \ Transportation \ Traffic Engineering	41545 - Traffic Sign Installation Records	7 Years REMOVE - Streets Recommends this  After date installed.	Should be 3-years. For replacement/ upgrade Item #21045 Street Maintenance Records - 3yrs. For New, then Item #21042 Street Construction Records - 3yrs Are these records in Cartograph now?	Nov 7 2007

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**Transit Services**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41546 - Bid Records ( office copy)</b>	<b>1 Year</b> <span style="border: 1px solid green; padding: 2px;">KEEP</span> <b>After calendar year submitted.</b>	<span style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</span>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41547 - Intergovernmental Agreements ( IGAs) (office copy)</b>	<b>1 Year</b> <span style="border: 1px solid red; padding: 2px;">REMOVE</span> <b>After expired, cancelled or revoked.</b>	<span style="border: 1px solid red; padding: 2px;">Remove. This is the same as Item #21051 (IGAs)</span>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41548 - Trip Tickets and Vouchers</b>	<b>2 Years</b> <span style="border: 1px solid green; padding: 2px;">KEEP</span> <b>After received.</b>	<span style="border: 1px solid red; padding: 2px;">Not on General Retention Schedule - should retain</span>	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41549 - Bus Bench Payment Receipts</b>	<b>3 Years</b> <span style="border: 1px solid red; padding: 2px;">REMOVE</span> <b>After fiscal year created.</b>	<span style="border: 1px solid red; padding: 2px;">Remove. This is the same as Item #10057 - Accounts Payable - 3 yrs</span>	<b>Nov 7 2007</b>

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Transportation \ Transit Services	41550 - Bus Pass Sales Summary Records	3 Years  <b>REMOVE</b>  After calendar year created.	Remove. This is the same as Item #10075 - Financial Reports, Summary Reports - 3 yrs	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41551 - Transit Tax Records	3 Years  <b>REMOVE</b>  After fiscal year reported.	Remove. This is the same as Item #10071 - Financial Management Records - 3 yrs	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41552 - Fare Records	3 Years  <b>KEEP</b>  After fiscal year reported.	Not on General Retention Schedule - should retain	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41553 - Financial Records (including logs, spreadsheets, tracking reports, card issuance logs and other related records)	3 Years  <b>REMOVE</b>  After fiscal year created or received.	Remove. This is the same as Item #10071 - Financial Management Records - 3 yrs	Nov 7 2007

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Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41554 - Federal Transit Authority Records</b>	<b>3 Years</b>  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  <b>After final payment made.</b>	Not on General Retention Schedule - should retain	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41555 - Driver Manifests</b>	<b>3 Years</b>  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  <b>After created.</b>	Not on General Retention Schedule - should retain	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41556 - Survey Records</b>	<b>3 Years</b>  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  <b>After calendar year created or received.</b>	Keep - this sets a specific time to hold onto Survey question results for Item #10309 - Survey Question Records	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41557 - Operational and Technical Reports</b>	<b>3 Years</b>  <span style="border: 1px solid green; padding: 2px;">KEEP</span>  <b>After calendar year created or received.</b>	Keep - this sets a specific time to hold onto Technical Reports for Item #10413 - Working Record	<b>Nov 7 2007</b>

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<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41558 - Maintenance/ Repair Work Orders</b>	<b>3 Years</b>  <b>REMOVE</b>  <b>After fiscal year completed.</b>	Remove. This is the same as Item #10493 - Maintenance / Repair Work Orders - 3 yrs	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41559 - Fuel Pump Receipts</b>	<b>3 Years</b>  <b>REMOVE</b>  <b>After fiscal year created.</b>	Remove. This is the same as Item #10498 - Fuel Reports & Fuel Pump Receipts - 3 yrs	<b>Nov 7 2007</b>
<i>City of Tucson \ Transportation \ Transit Services</i>	<b>41560 - Equipment Records and Specification ( including buses, vans support vehicles, and auxiliary equipment such as radios, slack adjusters, etc.): Equipment/ Vehicle history records</b>	<b>3 Years</b>  <b>REMOVE</b>  <b>After disposal of equipment/vehicle.</b>	Remove. This is the same as Item #10483 Vehicle History Records - 3 yrs	<b>Nov 7 2007</b>

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City of Tucson \ Transportation \ Transit Services	41561 - Equipment Records and Specification ( including buses, vans support vehicles, and auxiliary equipment such as radios, slack adjusters, etc.): Equipment/ Vehicle inventory reports	3 Years  <div style="border: 1px solid red; padding: 2px; display: inline-block;">REMOVE</div>  After fiscal year of report.	<div style="border: 1px solid red; padding: 5px;">Remove. This is the same as Item #10481 Equipment / Vehicle Inventory Reports - 3 yrs</div>	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41562 - Equipment Records and Specification ( including buses, vans support vehicles, and auxiliary equipment such as radios, slack adjusters, etc.): Parts inventory reports	3 Years  <div style="border: 1px solid red; padding: 2px; display: inline-block;">REMOVE</div>  After fiscal year created.	<div style="border: 1px solid red; padding: 5px;">Remove. This is the same as Item #10481 Equipment / Vehicle Inventory Reports (includes parts inventories) - 3 yrs</div>	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41563 - Equipment Records and Specification ( including buses, vans support vehicles, and auxiliary equipment such as radios, slack adjusters, etc.): Parts and supplies purchasing records	3 Years  <div style="border: 1px solid red; padding: 2px; display: inline-block;">REMOVE</div>  After fiscal year created.	<div style="border: 1px solid red; padding: 5px;">Remove. This is the same as Item #10057 Accounts Payable (all other public bodies) - 3 yrs</div>	Nov 7 2007

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<i>City of Tucson \</i> <i>Transportation \</i> <i>Transit Services</i>	<b>41564 - Accident Reports: No personal injuries</b>	<b>3 Years</b>  <b>REMOVE</b>  <b>After calendar year of accident.</b>	Remove. This is the same as Item #53042 Accident Reports - No Injury - 3 yrs	<b>Nov 7 2007</b>
<i>City of Tucson \</i> <i>Transportation \</i> <i>Transit Services</i>	<b>41565 - Americans with Disabilities Act ( ADA) Applications for Eligibility</b>	<b>4 Years</b>  <b>KEEP</b>  <b>After superseded, expired or denied.</b>	Keep - higher level than # 20691 ADA Records - 3 yrs	<b>Nov 7 2007</b>
<i>City of Tucson \</i> <i>Transportation \</i> <i>Transit Services</i>	<b>41566 - Accident Reports: Personal injuries</b>	<b>5 Years</b>  <b>REMOVE</b>  <b>After calendar year of accident.</b>	Remove. This is the same as Item #53041 Accident Reports - Injury - 5 yrs	<b>Nov 7 2007</b>

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City of Tucson \ Transportation \ Transit Services	41567 - Transit Services Grant Records ( including correspondence, legal notices, expenditure and payment records, financial review/audit, reports, logs and other related records)	5 Years  Recommend remove unless Sun Tran or Transit want this.  After final expense report submitted or when funding agency requirements have been met, whichever is later.	Keep? - higher level than # 10280 - Grant Records - Non Historical - 3 yrs FTA Retention guideline is 3 - yrs. Confused with FHWA 5 - yrs?	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41568 - Contracts ( including Bus Bench contracts, Transit Management contracts and Old Pueblo Trolley Supplemental Service contracts)	10 Years  KEEP  After contract fulfilled, cancelled or revoked.	Keep. Higher than #21072 - Contract & Agreement Records - Fixed Assets - 3 yrs with a minimum of 6 yrs	Nov 7 2007
City of Tucson \ Transportation \ Transit Services	41569 - Equipment Records and Specification ( including buses, vans support vehicles, and auxiliary equipment such as radios, slack adjusters, etc.)	KEEP	Not on General Retention Schedule - should retain	Nov 7 2007

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***Tucson, City of***

**Transit Services**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
<i>City of Tucson \</i> <i>Transportation \</i> <i>Transit Services</i>	<b>41570 - Accident Reports</b>	<b>REMOVE</b>	<b>Duplicate?</b>	<b>Nov 7 2007</b>

**Custom Retention Schedule Issued to:**  
**Tucson, City of**

**Sanitation**

Division/ Department	Record Series Number, Title and Description	Retention Period and Retention Remarks	Legal Citations (if applicable)	Approval Date
City of Tucson \ Operations Department \ Street Maintenance	<b>41364 - Vehicle Equipment Maintenance Orders</b>	<del>1 Year</del> <b>REMOVE</b>	Incorrect retention period, Should be 3 YEARS - Item #10493 Maintenance / Repair Work Order Records	<b>Feb 16 1989</b>
City of Tucson \ Operations Department \ Street Maintenance	<b>41365 - Correspondence File</b>	<b>3 Years</b> <b>KEEP</b>	Keep - sets specific time period than # 10278 General Correspondence (no set time)	<b>Feb 16 1989</b>
City of Tucson \ Operations Department \ Street Maintenance	<b>41366 - Daily Report Operations and Cost</b>	<b>4 Years</b> <b>KEEP</b>	Not on General Retention Schedule - should retain	<b>Feb 16 1989</b>