



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551364 **Agency:** AGO **Division:** O563 **Section:** **Revision:** NA

Agency Series No.: GAR-VT-03 **Record Series Title:** Vehicle Operations File

Record Series Description: Includes service records, compilation sheets, operation maintenance reports of licensed vehicles, warranty and guaranty statements, operating manual, reports and shop-work orders, accident reports, repair records, mileage and usage logs etc.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain during ownership of vehicle, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 11/4/2010
Created **Pari Swift, Records Officer** **Date:** 11/4/2010

Notes:

Note Date	Note Description	User
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