

RECORD SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

04D025

The Fleet Management System (FMS). FMS is an automated system for managing the GSA fleet of motor vehicles. It automates the inventory and maintenance schedules of all vehicles, monitors vehicle maintenance, assignment to other agencies and billing, and produces the necessary management reports to effectively manage the fleet.

Temporary Cutoff history data after vehicle is sold or auctioned and copy to on-line archive. Delete or destroy after cutoff.

1 Updates are made on vehicles as maintenance or a change of status occurs. Changes are received electronically from the FSS Automotive Commodity Center's ROADS system.

Temporary
~~Disposable~~ Information is deleted when superseded

SL 12/19/96

2 Vehicle inventory and repair information reports

Temporary - Review annually and delete
~~Disposable~~ Delete when no longer needed *obsolete information*