

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Business Service Operations</i>	Maryland School Bus Acceptance Check	Transportation	Life of bus +1yr.
<i>Department of Business Service Operations</i>	Physical Exam of Maryland School Bus Drivers	Transportation	Duration of employment + 3 yrs.
<i>Department of Business Service Operations</i>	Number of Pupils Transported (REIS Form 076 03-06-74)	Transportation	10 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	County Bus Drivers Personnel File (Including , Personnel Action Forms, Supervisors Reports, Personnel Action Forms, Supervisors Reports,)	Transportation	Permanent or as prescribed by specific regulations
<i>Department of Business Service Operations</i>	Contract Bus Drivers Personnel File	Transportation	Duration of contract + 10yrs.
<i>Department of Business Service Operations</i>	Purchase and Sale of Motor Vehicles and Equipment (Including Bid Advertisement Copy, Bids and Acceptances, Dealers Certificates of Sale, Proposal and Specifications Sheets, Title and Transfer Records)	Transportation	Life of equipment + 3 yrs.
<i>Department of Business Service Operations</i>	County-owned Motor Vehicle and Equipment File (Including Accident Reports, Master Vehicle File and Indices, Subsidiary Insurance Records, Inspection Records, Inventories, Maintenance and Operation Costs, Monthly Logs and Drivers Reports, Miscellaneous Staff Car and Truck Accounting Records)	Transportation	Life of equipment + 3 yrs.
<i>Department of Business Service Operations</i>	Contractors and Buses Under Contract (Including Accident Reports, Contracts and Contract Information Sheets)	Transportation	Duration of contract + 10 yrs.

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16

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<i>Department of Business Service Operations</i>	School Files (Including Plans, Reports, Routes, Schedules, Assignment Rosters, List of Handicapped Pupils, Request for Special Education Pupil Transportation, No of Pupils Eligible for Transportation)	Transportation	10 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	Substitute Bus Drivers Roster	Transportation	10 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	Correspondence File	Transportation	10 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	End of Year Pupil Transportation Report	Transportation	5 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	Number of Students Transported Report	Transportation	10 yrs. and until all audit requirements are met
<i>Department of Business Service Operations</i>	USDOT Drug and Alcohol Testing MIS Data Collection Form	Transportation	10 yrs. and until all audit requirements are met

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