



**Information, Privacy and Archives  
Division**

**Government of Ontario Function-Based  
Common Records Series: Fleet  
Management**

December 2014

# AUTHORIZATION

**Government of Ontario Function-Based Common Records Series:**

**Fleet Management (FLT)**

**Approval under authority of the *Archives and Recordkeeping Act, 2006*:**

  
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**James G. Hamilton, Archivist of Ontario**

**Date:**

2014.12.17

# Fleet Management

Function Acronym: FLT

## Description

The function of acquiring, maintaining, repairing and disposing of vehicles through the Fleet Management Centre (FMC) of the Ministry of Transportation. Vehicles are any means of conveyance owned or used by the ministry to transport people or items.

## Activities Performed Under This Function

Acronym	Name
ACQ	<a href="#">Acquisition</a>
ARR	<a href="#">Arrangements</a>
AUT	<a href="#">Authorization</a>
REP	<a href="#">Reporting</a>

For information about the function-based common records series and their use, please visit the [Function-Based Common Records Series](#) page on iNetwork.

### Summary of Series

Series Number	Series Name	Retention Period	Closure Criteria	Final Disposition
<b>Acquisition (ACQ)</b>				
FLT-ACQ-001	Delivery Confirmation	CCY + 2 years	After vehicle is disposed of (returned to FMC)	Destroy
<b>Arrangements (ARR)</b>				
FLT-ARR-001	Bookings	CCY + 2 years	After vehicle is disposed of (returned to FMC)	Destroy
<b>Authorization (AUT)</b>				
FLT-AUT-001	Driver and Vehicle Approvals	CCY + 2 years	After vehicle is disposed of (returned to FMC)	Destroy
<b>Reporting (REP)</b>				
FLT-REP-001	Vehicle Information	CCY + 2 years	After vehicle is disposed of (returned to FMC)	Destroy

## Activity: Acquisition (ACQ)

**Description:** The process of gaining ownership or use of vehicles and related goods required for the conduct of business through purchase or requisition.

<b>Series #: FLT-ACQ-001</b>	
<b>Series Title: Fleet Management – Acquisition – Delivery Confirmation</b>	
<b>Rationale for Retention Period</b>	Replicates basic limitation period of 2 years as in the <i>Limitations Act, 2002</i>
<b>Closure Criteria</b>	After vehicle is disposed of (returned to FMC)
<b>Total Retention</b>	CCY + 2 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>  Information is created and/or received and used to confirm delivery of vehicle from the Fleet Management Centre to the ministry.	
<b>Contents:</b>  Records may include but are not limited to Vehicle Delivery Confirmation (VDC) and related correspondence.	
<b>Notes:</b>	
<b>Cross References:</b>	

## Activity: Arrangements (ARR)

**Description:** The activities involved in making arrangements for the delivery and usage of vehicles or related goods.

<b>Series #: FLT-ARR-001</b>	
<b>Series Title: Fleet Management – Arrangements – Bookings</b>	
<b>Rationale for Retention Period</b>	Replicates basic limitation period of 2 years as in the <i>Limitations Act, 2002</i>
<b>Closure Criteria</b>	After vehicle is disposed of (returned to FMC)
<b>Total Retention</b>	CCY + 2 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>  Information is created and/or received and used in the process of booking a car from the Fleet Management Centre (FMC) through the Automated Resources International (ARI) system.	
<b>Contents:</b>  Records may include but are not limited to ARI card registration information, booking confirmation and related correspondence.	
<b>Notes:</b>	
<b>Cross References:</b>	

## Activity: Authorization (AUT)

**Description:** The process of seeking and granting permission to undertake a requested action.

<b>Series #: FLT-AUT-001</b>	
<b>Series Title: Fleet Management – Authorization – Driver and Vehicle Approvals</b>	
<b>Rationale for Retention Period</b>	Replicates basic limitation period of 2 years as in the <i>Limitations Act, 2002</i>
<b>Closure Criteria</b>	After vehicle is disposed of (returned to FMC)
<b>Total Retention</b>	CCY + 2 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>  Information is created and/or received and used in the process of obtaining approvals for driver's information, agreements, claims and disposal of vehicle.	
<b>Contents:</b>  Records may include but are not limited to copies of approved Employee Expense Claims, copy of memorandum of understanding between the ministry and the Ministry of Transportation (MTO), approved Vehicle Disposition Form and related correspondence, and backup documentation.	
<b>Notes:</b>	
<b>Cross References:</b>  See Series FIN-ACT-001 (Financial Management – Accounting – Accounts Payable) for records relating to payment of expense claims.	

## Activity: Reporting (REP)

**Description:** The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation.

<b>Series #: FLT-REP-001</b>	
<b>Series Title: Fleet Management – Reporting – Vehicle Information</b>	
<b>Rationale for Retention Period</b>	Replicates basic limitation period of 2 years as in the <i>Limitations Act, 2002</i>
<b>Closure Criteria</b>	After vehicle is disposed of (returned to FMC)
<b>Total Retention</b>	CCY + 2 years
<b>Final Disposition</b>	Destroy
<b>Purpose:</b>	
Information is created and/or received and used in the process of reporting back to the Fleet Management Centre (FMC) and or its Regional Offices via Automated Resources International (ARI) on information for each vehicle.	
<b>Contents:</b>	
Records may include but are not limited to the Daily Diary, collision reports, fines, tickets, toll charges, purchase receipts, Vehicle Cost Report, personal usage mileage, fleet data updates and related correspondence.	
<b>Notes:</b>	
<b>Cross References:</b>	