

**Records
Retention
and
Disposition
Schedule**

Organization Name Service Alberta and Red Tape Reduction ** All GoA **	Org Code SA **	Schedule Number/Status 2019/020
Program/Service Name: Fleet Management		Approved

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: 2019020_OC.docx External Documents: 2019020_OF.docx Comments: Y			
Related Schedule(s): 2020/009 Alberta First Responders Radio Communication System				
Cancel/Replaces Schedule(s):				
Amendment History ----- None -----				
Schedule Transfer History ----- Originated/Transfer To -----				
Schedule	Organization	Submit Date	Status	Date
2019/020	Service Alberta and Red Tape Reduction	Mar 13, 2023	Completed	Mar 13, 2023
Transfer Comments:				
Schedule Cancellation History ----- None -----				

SCHEDULE APPROVALS

Senior Program Manager: Original Signed by, Senior Program Manager	Date: May 16, 2019
Senior Records Officer: Clarke, Garth	Date: May 16, 2019
ARMC Committee: Committee, ARMC	Date: Jun 18, 2020
APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)	

PROGRAM/SERVICE INFORMATION

Purpose/Function

Enabled by Treasury Board Directive (TBD) on executive fleet and vehicle leasing management, Fleet Management unit is responsible for managing light-duty vehicle leases and purchases of all departments, provincial agencies and fund administrators. Fleet Management unit manages all capital purchase funding and provide assistance in replacement planning, vehicle ordering, maintaining, repairing, and disposal needs.

In order to assist internal clients on Replacement Planning and other maintenance decisions, Fleet Management conducts vehicle market research to update or develop guiding documents, such as Best in Class Vehicle list and Approved Vehicle Options. Fleet Management is responsible for managing Fleet Service Card, which is a vehicle specific credit card with limited purchase capacity on fuel and maintenance.

Brief History

Central Vehicle Services Enterprise was first established, with a full maintenance lease program and a government-owned vehicle program.

The Treasury Board Directive (#10/79) was approved to require all departments, provincial agencies and fund administrators lease their light vehicles through Alberta Government Services, with certain exceptions applied.

Central Vehicle Services (CVS), including the executive fleet, was transferred under Public Works Supply and Services (PWSS). PWSS was responsible for the purchasing of all light vehicles on behalf of all GoA departments, provincial agencies and fund administrators, except for Alberta Transportation. A vehicle inspection program was implemented to monitor adherence to the mandatory preventative maintenance program.

Vehicle Service Card (VSC) Program was implemented to replace the voucher system. The VSC is a vehicle-specific credit card that allows the vehicle operator to purchase fuels, oil and minor emergency repairs. The VSC administers the program under guidelines the TBD 10/79. Vehicle maintenance was performed in GoA owned garages located across the province.

The Transportation & Utilities provided fleet material and shop service to the department through the Transportation Revolving Fund on a cost recovery basis

The CVS group and the Executive Fleet Group from PWSS was moved into Alberta Transportation and Utilities (AT&U), in a new unit which combined all government fleet and equipment management services. Implementation of Fleet Reduction Program resulted in a reduction of the Central Vehicle Operations fleet and focused on a heavy-duty fleet.

Privatization of the highway maintenance sector. Central Vehicle Operations (CVO) and Executive Vehicle Operation (EVO) continued under the management of AT&U.

CVS moved from a capital purchasing model to an operating lease model and privatized the government fleet program. A contracting process was initiated to find a service provider to support the leasing model which would become effective April 1, 1998. The decision was also made to keep the executive vehicle program in house and continue to purchase those vehicles through a capital model.

A new EVO system was created by the GoA for executive fleet management to avoid any issues with Y2K compliancy but was not used for the CVO (light duty fleet).

The PWSS was merged with the AT&U, the School Facilities Branch, Post-Secondary Facilities to form the new Ministry of Infrastructure.

TBD 02/99 was created to require all departments, provincial agencies and fund administrator to lease light vehicles from Alberta Infrastructure, liaise with the Alberta Infrastructure when purchasing light vehicles, and comply with the Fleet Management Administrative Manual issued by the Minister of Infrastructure. The directive enables Alberta Infrastructure as the contract manager with designated supplier to manage leasing and purchasing contracts. TBD 10/79 was rescinded.

The Ministry of Infrastructure was split into two separate ministries: one focused on building infrastructure and the other focused on transportation. The Alberta Infrastructure retained the responsibility for executive and government

vehicle fleet management. The ministry continued to divest itself of government light duty vehicles by obtaining its requirements through leases from the private sector.

The Ministry of Infrastructure and the Ministry of Transportation merged to form the Ministry of Infrastructure and Transportation.

Treasury Board agreed to increase the 2007-12 Capital Plan by \$81.2 million to enable Infrastructure and Transportation to go back to a capital purchasing model for the government fleet program effective April 1, 2007.

Central Vehicle/Executive Vehicle Services was transferred to the Ministry of Service Alberta and re-named Service Alberta Fleet Management Services (SAFMS). SAFMS went back to a capital purchase model for the fleet program and began to replace leased vehicles with purchased vehicles.

The Order Database (ODB) was created to capture all initial vehicle order, repair, maintenance, upkeep and other order information.

The program moved back to a vehicle purchasing model and introduced a fleet service card along with a new Fleet Management Information System (FMIS).

Implementation of FMIS and the ARI platform was completed. The long-term vehicle lease contract was created to cover any short falls in capital budget and to allow for long term vehicle leases whenever a requirement arose.

SAFMS, in conjunction with SA Procurement, went to tender for short-term leasing contracts/standing offers for seasonal vehicle purposes (minimum 30 days to maximum 1 year vehicle leases). The contracts were scheduled for price refreshes once a year.

An internal billing project was initiated to transition the internal vehicle rental billings in ARI to facilitate an all-inclusive fleet management system, create greater efficiencies across the GoA, and allow for the archiving of the current and outdated CVO/EVO ACCESS databases.

Enactment of the Executive Vehicle Directive TBD 01/2017.

Mandate/Legal Authority

Traffic Safety Act, RSA 2000, c T-6

Commercial Vehicle Safety Regulation (AR 121/2009)

Access to Motor Vehicle Information Regulation (AMVIR) (AR 140/2003)

Vehicle Inspection Regulation (AR 211/2006)

Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)

Drivers' Hours of Service Regulation (AR 317/2002)

Operator Licensing and Vehicle Control Regulation (AR 320/2002)

Safety Code Act, RSA 2000, c S-1

Canadian Council of Motor Transport Administrators (CCMTA) NSC Standards

Vehicle Leasing and Management Directive, TBD 02-99.

Executive Vehicles Directive, TBD 01-2017.

Consumer Protection Act, RSA 2000, c C-26.3

Automotive Business Regulation (AR 192/1999)

OPINIONS

SCHEDULE ITEMS

01 Drivers File – Case File

Fleet Management Services maintains driver record files for each GoA driver that contain the following information: annually updated driver’s abstract, employment history 3 years immediately preceding the starting date, conviction of safety laws in the current year and each of the 4 preceding years, violation and penalty imposed on the driver under traffic safety laws, all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws, employees involved collisions while using GoA vehicle, citizen concerns, etc.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref : PIB

Closure Criteria: End of employment or ability to drive can no longer be continued or resumed.	Retention On-site: 2 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

02 Vehicle Fleet - Case File

Vehicle Fleet case files contain records on General Vehicle Fleet (GVF) and Executive Vehicle Fleet (EVF). GVF manages all GoA owned and leased vehicles, except for Executive Fleet. EVF records are filed in two parallel systems by operator's name and vehicle number, with some overlapping duplications.

Records may contain: Vehicle Order Form, lease agreement, manufacture specification sheet, delivery receipt, invoice for inspection and maintenance, New Vehicle Information Statement (NVIS), violation ticket, recall notice, vehicle registration, maintenance, annual inspection, declaration, etc. A declaration of end of need for a vehicle can be used as a signal for the end of a vehicle’s service life with GoA.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: End of lease contract or vehicles surplused	Retention On-site: 2 Year(s)	Retention Off-site: 5 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

03 Daily Hours of Service Log and Vehicle Pre-Trip Inspections

Daily hours of service logs and vehicle pre-trip inspections are captured by an electronic logging device for all National Safety Code-regulated GoA vehicles. Alberta Transportation require all National Safety Code-regulated drivers to maintain daily hours of service logs and to conduct a trip inspection prior to daily

operation.

Date Range: 2000 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: Once logging captured by the central office	Retention On-site: 1 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

04 Certifications

Certifications covers certifications, licenses, or other legal authorization documents required for the Fleet Management's operation. Records may include: Intra-Provincial Operating Authority Certificate, Safety Fitness Certificate, etc.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref : PIB

Closure Criteria: Material no longer relevant	Retention On-site: 2 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

05 Master Vehicle Replacement Plans

A Master Vehicle Replacement Plan documents vehicle acquisition plans for ministries, combined with rationales provided by Fleet Management Service and final funding confirmations. Vehicle Master Replacement Plans are produced annually by synthesizing the ministries' replacement plans, market analyses, and replacement rationales.

Records may contain: market analyses, business justifications, vehicle rightsizing suggestions, correspondence, Best in Class Vehicle Analysis, approved vehicle option lists, etc.

Note: Copies of Master Vehicle Replacement Plans are filed in vehicle case files as supporting documents for purchasing decisions.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: Fiscal year end (Mar 31)	Retention On-site: 7 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or	Final Disposition: Destroy	

litigation that is reasonably anticipated and providing no outstanding FOIP requests	
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Items to be cancelled:

None

06 Policy, Procedures, Standards and Guidelines

Records relating to developing and approving policies, procedures, standards, and guidelines that reflect the priorities, objectives and philosophical direction of the Fleet Management

Records may include;

- Recommendations leading to policy changes
- Policy research and analysis
- Options for establishing standards and conditions
- Consultations results/documentation
- Core Value Efficiency Review and Security Review
- Policy development and approval
- Transition plans for phasing out existing policies
- Implementation plans and strategies
- Evaluation / Measurement plans for policy instruments
- Program and services delivery structures including operational processes, standards, and procedures

Records may include: Operating Manual and Vehicle Inspection Manual, etc.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: Rescinded or replaced by a new approved version	Retention On-site: 5 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding FOIP requests	Final Disposition: Archives	

Items to be cancelled:

None

07 Programs and Projects

Programs, initiatives, or projects are frequently operated outside of the routine Fleet Management obligations due to short-term reasons, such as Fleet Reduction Program, Fuel Efficiency Program, etc.

Records may include: research material, reports, advocacy material, implementation records, program monitoring and assessment records, correspondences, etc.

Date Range: 1977 to Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: After program or project is completed	Retention On-site: 7 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

08 Source Documents

Includes the source documents that have been successfully captured:

- electronically by scanning or imaging into an electronic records management repository, and/or
- scanned and stored on microform, microfiche or aperture cards (microform).

The process used to scan, image and microfilm source records comply with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the records series being scanned. The application of a specific standard (no standard, GOA Standard and or CAN/CGSB-72.34-2017) is implemented prior to commencement of scanning activities. A pre-determined ratio of scanned/imaged documents will be verified against the original source documents as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original source document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their life cycle have been documented in a procedures manual as required by the selected standard.

If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.34-2017 have been implemented to ensure the legal admissibility of records in court.

This item applies to source records for all items in this schedule.

Date Range: 1979 To Date

Media:

Other: All Media

Legal Reference:

FOIP Ref :

Closure Criteria: After verification of image	Retention On-site: 30 Day(s)	Retention Off-site: 0 Day(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy	

Items to be cancelled:

None

COMMENTS

(TRANSFER) 3/13/2023 Comments: SRO: Zybart,Erin.