



County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 716 Page 1 of 1

APPROVED BY: County Council

SUBJECT: Record Retention

REVISED DATE:

Purpose/Objective

Records are to be kept and stored for all County of Lethbridge trucks, truck tractors and trailers in one central location.

Authority

The County of Lethbridge is legislated to store records to comply with Federal and Provincial legislation. The County will do random internal audits to ensure that we comply with these regulations.

Procedures

The County of Lethbridge will maintain the following records pertaining to each commercial vehicle used in the County's business at its Picture Butte maintenance facility for four years after the vehicle has been sold or scrapped unless otherwise noted:

- An identification of the vehicle including:
 - The unit number, the manufacturer's serial number or a similar identifying mark;
 - The make of the vehicle;
 - The year of manufacture;
 - A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including;
 - The nature of the inspection of work performed on the vehicle and;
 - The date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
 - Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
 - Trip inspection reports prepared under Section 12 of Alberta's Commercial Vehicle Safety Regulation for a minimum of six months;

The County of Lethbridge shall maintain these records at our Picture Butte Maintenance Facility.

The County of Lethbridge shall ensure that the records required to be maintained under this section are true, accurate and legible.