

**Secretary of State
Archives Division**

Inventory Work Sheet

Date 1-4-00

Item Number 1

Record Series <i>Auto Usage Reports/Monthly</i>		Agency <i>Secretary of State</i>
<i>Automotive Cost Report</i>		
<i>(Duplicate)</i>		Division <i>Archives and Records</i>
Dates <i>2000</i>		Subdivision <i>Records Management Section</i>
Volume <i>1/4 cu. ft.</i>	Annual Accumulation <i>negligible</i>	Office Location <i>1st floor East Archives Building</i>
Number and Size of Files or Documents <i>various</i>		Representative (Name, Title and Phone) <i>John Doe, Office Manager</i>
Arrangement <i>By Auto License Plate #</i>		Index or Finding Aid <i>none</i>

Description (reason for creation, use, form numbers, duplication, audit)

This record series consists of the office's copy of the monthly auto usage report, the original of which is submitted to the Secretary of State's Property Control Department indicating the quantity and cost of gasoline and oil purchased each day and whether the purchase was made at a state garage or at an outside vendor. Also summarized are the total expenditures for that vehicle's operation for the month, such as any labor charges, parts and fittings, anti-freeze, or batteries purchased by the operator at state garages or at an outside vendor.

Recommendation:
Retain one (1) year in office, then dispose of.