



COASTAL CAROLINA UNIVERSITY

Record Group 355

PUBLIC SAFETY

15031 VEHICLE DAILY CHECK SHEET

Description

New sheet created for each police car daily to note the vehicle's status at each shift. Information noted on the sheet includes date, vehicle number, shift, mileage, officer's signature, fluids added, standard and emergency equipment present or needed, any vehicle damage, as well as a fuel and oil checklist.

Retention

6 months, destroy.

REVISED

SCHEDULE APPROVED 4/4/11