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# Using Records Retention Schedules: Strategies for Managing Vehicle Telematics Data/Records

Purpose: Help state and local government agencies to apply records retention to vehicle telematics usage data.

Vehicle telematics is a technology that provides regular data about vehicle and fleet use (such as speed, direction, location, status, etc.). While this information helps an agency to plan, it also creates a large dataset to manage and retain.

Here is a suggested strategy for applying retention:

1. Determine what is needed – Decide what data (type, frequency, and level of consolidation) is necessary for agency business.
2. Retain Consolidated Data – Retain this consolidated data in accordance with Use of Agency Facilities/Equipment/Vehicles (DAN GS 07003 / GS2024-032)<sup>1</sup> in the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*.
3. Destroy Raw Data – After verifying the consolidated data's accuracy, routinely delete the raw data in accordance with Records Documented as Part of More Formalized Records (DAN GS 50012 / GS2016-009) in the *State Government General Records Retention Schedule* and the *Local Government Common Records Retention Schedule (CORE)*.

This strategy can help agencies retain useful records while also managing the large volume of telematics data that is generated.

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<sup>1</sup> Vehicle telematics records created/needed for other agency purposes should be retained in accordance with the appropriate records series.

Additional advice regarding the management of public records is available from  
Washington State Archives: