

ED Records Schedule

SCHEDULE LOCATOR NO.: 195

REVISION DATE: 8/29/2007

TITLE: Motor Vehicle Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – see disposition Instructions

DESCRIPTION:

Consists of records related to motor vehicles, includes operating and maintenance; accident files; transfer or sale files; operator files; and reporting files.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Motor Vehicle Operating and Maintenance Files (GRS 10 Item 2)

1. Operating records including those related to gas and oil consumption, dispatching, and scheduling.

TEMPORARY

Destroy/delete when 3 months old

2. Maintenance records including those relating to service and repair

TEMPORARY

Cut off after completion of repair or service. Destroy/delete 1 year after cutoff.

b. Motor Vehicle Report Files (GRS 10 Item 4)

Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.

TEMPORARY

Cut off after date of report. Destroy/delete 3 years after cutoff.

c. Motor Vehicle Accident Files (GRS 10 Item 5)

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Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.

TEMPORARY

Cut off after case is closed. Destroy/delete 6 years after cutoff.

d. Motor Vehicle Release Files (GRS 10 Item 6)

Records relating to the transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.

TEMPORARY

Cut off after vehicle leaves agency custody. Destroy/delete 4 years after cutoff.

e. Motor Vehicle Operator Files (GRS 10 Item 7)

Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.

TEMPORARY

Cut off after separation of employee or after rescission of authorization to operate Government-owned vehicle, whichever is sooner. Destroy/delete 3 years after cutoff.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental