

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO XXXXXXXXXXXX	NCL-374-81-38
DATE RECEIVED 2 Oct 1980 (Revised)	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-16-82 Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Logistics and Administration Directorate

3. MINOR SUBDIVISION
Supply and Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

5. TEL EXT
325-7062

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE FEB 2	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1202 1202 & 1207	ADMINISTRATIVE MOTOR VEHICLE AND TRAFFIC MANAGEMENT FILES. These files relate to the control and management of administrative vehicles and motor pools and to the effective and economical use of transportation services. The files are accumulated mainly in the Headquarters DNA Supply and Services Division.	GRS 10	
1. 1202.01 1202 & 1207	ADMINISTRATIVE MOTOR VEHICLE AUTHORIZATION FILES. Requests for allowances of vehicles indicating requirements, justifications, and approvals or disapprovals thereof. DESTROY WHEN 2 YEARS OLD OR ON DISCONTINUANCE.		
2. 1202.02	MOTOR VEHICLE CORRESPONDENCE FILES. Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. DESTROY WHEN 2 YEARS OLD.	GRS 10, #1	

*Closed Out: 3-23-82: K.F.A.
Copy to Agency's ANM*

Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3. 1202.03	MOTOR VEHICLE REPORT FILES. Reports on motor vehicles (other than accident, operating and maintenance reports). DESTROY 3 YEARS AFTER DATE OF REPORT.	GRS 10, #4	
4. 1202.04 1207-05	VEHICLE IDENTIFICATION PLATE FILES. Documents accumulated in connection with requesting, transferring, issuing, and disposing of US or local identification plates or license plates. DESTROY 5 YEARS AFTER DISPOSAL OF PLATES.		
5. 1202.05 1207-06 & GRS 10, #3	MOTOR VEHICLE COST FILES. Motor vehicle ledger and work sheets providing cost and expense data. DESTROY 3 YEARS AFTER DISCONTINUANCE OF LEDGER OR DATE OF WORK SHEET.	GRS 10, #3	
6. 1202.06 1207-07 & GRS 10, #2	MOTOR VEHICLE OPERATING AND MAINTENANCE FILES. a. Daily dispatch logs: DESTROY WHEN 6 MONTHS OLD. b. Monthly summaries: DESTROY WHEN 1 YEAR OLD.	GRS 10, #2	
7. 1202.07 GRS 10, #6	MOTOR VEHICLE RELEASE FILES. Records relating to transfer, sale, donation or exchange of vehicles. (A vehicle is kept for 6 years or 72,000 miles, whichever is sooner, or longer if it is in especially good shape.) DESTROY 4 YEARS AFTER VEHICLE LEAVES AGENCY CUSTODY.	GRS 10, #6	
8. 1202.08 GRS 10, #7	MOTOR VEHICLE OPERATION FILES. Records relating to individual employee operation of Government-owned vehicles, authorizations to use, and related correspondence. DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE OR 3 YEARS AFTER RECISION OF AUTHORIZATION TO OPERATE GOVERNMENT-OWNED VEHICLE, WHICHEVER IS SOONER.	GRS 10, #7	