

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*11 items*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE
2. MAJOR SUBDIVISION  
DIRECTORATE OF ADMINISTRATION
3. MINOR SUBDIVISION  
DOCUMENTATION SYSTEMS DIVISION
4. NAME OF PERSON WITH WHOM TO CONFER  
PRESTON B. SPEED
5. TEL. EXT.  
756-2384
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>NOV 29 1976</i>	JOB NO. <b>AC 1-AFCU-77-39</b>
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 "with-drawn" in column 10.	
<i>12-15-76</i> (Date)	<i>Jane B. Rhoads</i> Archivist of the United States

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**23 NOV 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>MOTOR VEHICLE OPERATORS' RECORDS</b> (Table 77-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition and descriptive criteria for motor vehicle operators' records. The records consist of driver qualification records (rules 1 thru 4.3), which are used for the issue of military drivers' licenses (rules 5 and 6), motor vehicle accident case files (rule 10), which are used to assess pecuniary liability, and operators inspection guides (rule 11), which are used in daily inspections. The proposed disposition criteria will satisfy our current requirements.</p>	<p>NN 170-33</p>	

*Copy to Agency 12-17-76*

TABLE 77-2

## MOTOR VEHICLE OPERATORS' RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	driver qualification records	operator qualifications and record of licensing, examination and performance, requests for driver's training and addition to standard form 46, and reports of inquiry search-national driver register	for active duty military personnel	see table 35-1.
2			for personnel separated from the service	destroy on separation (note 1)
3			for civilian employees relieved of driving responsibilities	forward to immediate supervisor.
4			superseded	destroy when pertinent data is transcribed to the appropriate forms.
4.1		medical evaluations, accident histories, traffic citations and driver awards	source documents for driver qualifications records	
4.2		test results		
4.3			at the unit of assignment when driver training support is not available from the host base	destroy when superseded, or when no longer required, whichever is sooner.

TABLE 77-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	government military vehicle operators' identification cards		permanently revoked or expired	destroy on expiration or revocation.
6			on individuals separated from the service and civilian employees reassigned to duties not requiring operation of a government vehicle	destroy on separation or reassignment (note 2).
7-9	RESERVED			
10	motor vehicle accident case files	reports of accidents, estimates of damage, reports of survey, statements of charges, cash collection vouchers, or comparable documents, photographs (when required), and related correspondence		destroy 3 years after final action (note 3).
11	operators inspection guide and trouble report forms	operators checklists noting vehicle deficiencies	retained on the vehicle for the current month or until new form is prepared (note 4)	destroy 1 month after close out, or when purpose has been served, whichever is later (note 3).

NOTES:

1. DD Forms 1360 may be provided to individuals being separated from the service.
2. Military personnel may retain cards which have been invalidated.
3. Records pertaining to vehicles involved in acts of misuse or abuse that results in disciplinary action, and records pertaining to vehicles involved in accidents or other unusual situations, and that are made part of a case file, have the same disposition as that prescribed for the particular case.
4. A new form is initiated for each vehicle at the first daily inspection of the month, or when a vehicle that was in for extended repairs, storage, or waiting for disposition at the end of the month, is returned to operational status.