

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Wallace*

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 (HQ USAF)**

3. MINOR SUBDIVISION

**DOCUMENTATION MANAGEMENT**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. D. F. SHUELL**

5. TEL. EXT.

**43527**

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO   | <b>NCI-AFU-82-70</b>                                    |
| DATE RECEIVED  | <b>9/12/82</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |   |
| <i>Jan 8, 83</i><br>Date   | <i>Robert M. Ware</i><br>Archivist of the United States |

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 10 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<br><b>26 AUG 1982</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Mark H. Coon</i> | E. TITLE<br><b>MARK H. COON, Major, USAF<br/>Acting Chief, Documentation Mgmt<br/>Directorate of Administration</b> |
|-------------------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO.            | 10. ACTION TAKEN |
|-------------|--|---------------------------------|------------------|
|             | <p align="center"><b>MOTOR VEHICLE RECORDS<br/>(Table 77-1)</b></p> <p align="center"><b>Applicable Air Force-wide<br/>and also Vehicle Operations Documents (Table 77-2)</b></p> <p>The purpose of this submission is to revise disposition criteria for motor vehicle records and to update a related table covering vehicle operations documents. Several previously approved series have been renumbered to improve the format. Some of the rules from Table 77-1 are now included in table 77-2. (see conversion table).</p> <p>We have made minor adjustments in the description data of the table. Revised disposition criteria is requested for rules 2, 9 and 14 of Table 77-1.</p> <p>The new disposition requirements will meet the needs of the Air Force.</p> <p><i>[Amended by R. Wire per D. Shuell, 9/24/82]</i></p> | <p><b>NCI-AFU-<br/>82-3</b></p> |                  |

*Mass data change sheet required. Copy of job sent to NNM by RAW, 12/23/82. Closed out 1-18-83 Copies sent to Agency 1-18-83 JP*

*36 items*

TABLE 77-1

Title Change from Motor Vehicle Records to Vehicle and Equipment  
Maintenance Documents

Items 1-3 replace the old items 1-6 using a broader description  
of the documentation.

Items 4-7 are new to this table

Item 8-is now included under SBSS documents

Item 9-new

Items 10-13 were items 8-11

Item 14 is new.

TABLE 77-1

VEHICLE AND EQUIPMENT MAINTENANCE DOCUMENTS

Job  
Item  
No.

| R<br>U<br>L<br>E | A   | B   | C  | D  |
|------------------|---|---|--|--|
|                  | If documents are or pertain to  | consisting of   | which are  | then   |
| 1                | vehicle and equipment jackets   | the historical portion  | prescribed by AFM 77-310, Vol II and TO-00-20B-5 | retain as current for the life of the item (Note 1); transfer to gaining activity on permanent reassignment or disposal (Note 2)                                 |
| 2                |   | the temporary portion   |  | destroy 3 months after monthly cutoff, or on expiration of the warranty period, whichever is later (Note 3).   |
| 3                |   | vehicle historical records  | forms maintained as a central file               | transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner. |
| 4                | minor maintenance work orders   | documents on minor or mobile maintenance and capturing labor hours in the tire or battery shops |  | destroy 3 months after monthly cutoff.   |
| 5                | COPARS control and verification documents   | COPARS fund ledgers, sales slips, invoice verifications and related documents                   |  |  |
| 6                | materiel control documents  | COPARS stock consumption records  |  | destroy 1 year after completion  |
| 7                |   | SBSS computer printouts   |  | see Table 67-17.   |
|                  | Definitions: COPARS Contractor Operated Parts Store<br>SBSS Standard Base Supply System<br>PCAM Punch Card Accounting Machine |   |  |  |

TABLE 77-1 (Continued)

Job Item No.

| R<br>U<br>L<br>E | A  | B   | C   | D   |
|------------------|--|---|---|---|
|                  | If documents are or pertain to                                 | consisting of   | which are   | then  |
| 8                | work order logs and quality control records                    |   |   | see Table 11-1, Rule 4  |
| 9                | vehicle time compliance technical orders (TCTOs)               | TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles  | maintained by maintenance control and analysis  | destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal. Destroy all other documents 1 year after completion. |
| 10               | motor vehicle information system documents                     | monthly motor vehicle operations and maintenance summary reports, maintenance manhour summary reports, employee master list, and related correspondence | used to account for costs, direct and indirect manhours, and to measure vehicle utilization | destroy after 1 year.   |
| 11               |  | daily and weekly machine run listings such as vehicle master lists, scheduled maintenance reports, work order status reports, and related data products | used in day-to-day production   | destroy after completion and verification of monthly reports.   |
| 12               |  | quarterly operations and maintenance summaries and cards  |   | destroy 1 year after completion of new FY summaries and cards (see Table 175-2).  |
| 13               |  | daily PCAM cards generated in the data collection system  | use to record operations and maintenance data   | destroy after completion and verification of monthly summary,   |
| 14               |  | indirect labor time cards   | used to capture indirect manhours   |   |
| 15               | control register for Panama Official Decals/ Military Vehicles | vehicle decal records/register and related documents  | Used as accountability and inventory records  | destroy after 5 years or when no longer needed for accountability.  |

Notes:

1. Authorization documents for vehicle modifications and related materials may be destroyed when the vehicle is returned to its original configuration.
2. Destroy duplicate copies of the historical portion of the jacket after six months unless requested by the receiving agency.
3. Major commands may extend the retention period to one year.

PROPOSED CHANGE TO TABLE 77-2

Title changed from: "MOTOR VEHICLE OPERATORS' RECORDS" to VEHICLE OPERATIONS DOCUMENTS

This change does not change disposition instructions. However, there are a few minor word changes and a consolidation of some of the rules from T77-1

Rules 1 - 4 Same wording with the addition of "Including AF Reserve and ANG Personnel" in Rule 2.

Rules 4.1,4.2,and 4.3: Changed to Rules 5, 6, and 7, with same wording.

Rules 5 and 6: Changed to Rules 8 and 9 (same concept a tighter wording)

Rules 7thru 9: were reserved now used, see above.

Rule 10: changed to "leasing!" from T77-1, R12 (same wording)

Rule 11: was rule 10 (same wording)

Rule 12: was rule 11 (same wording)

Rule 13: (Added)  
14: (Added) were rules 15 and 16 T 77-1 (same wording)

Rule 15: (Added)  
16: (Added) were rules 18 and 19 T 77-1 (same wording)

Rule 17: (Added)  
18: (Added) were Rules 21 and 22 T 77-1, (same wording: with the exception of operating instructions and other documents related to vehicle operation and management.)

Rule 19: (Added)  
20: (Added) were Rules 23,24, and 25 T 77-1, (same wording)  
21: (Added)

TABLE 77-2

VEHICLE OPERATIONS DOCUMENTS

Job Item No.

| RULE | A                              | B  | C  | D  |  |
|------|--------------------------------|--|--|--|--|
|      | If documents are or pertain to | consisting of  | which are  | then   |  |
| 16   | drivers qualification          | operator qualifications and record of licensing, examination and performance, requests for driver's training and addition to SF 46, and reports of inquiry search-national driver register | for active duty personnel  | see Table 35-1.  |  |
| 17   |                                |  | for military personnel (including AF Reserve and ANG personnel) separated from the service | destroy on separation (Note 1).  |  |
| 18   |                                |  | for civilian personnel relieved of driving responsibilities                                | forward to immediate supervisor.   |  |
| 19   |                                |  | superseded   | destroy when pertinent data is transcribed to appropriate forms.                           |  |
| 20   |                                | medical evaluations, accident histories, traffic citations and driver awards   | source documents for driver qualification  | at the unit of assignment when driver training support is not available from the host base |  |
| 21   |                                | test results   |  |  |  |
| 22   |                                |  |  |  |  |

TABLE 77-2 (Continued)

Job Item No.

| R<br>U<br>L<br>E | A<br><br>If documents are or pertain to                       | B<br><br>consisting of   | C<br><br>which are  | D<br><br>then  |
|------------------|---|--|---|--|
| 23               | 8 government military vehicle operators' identification cards |  | permanently revoked or expired  | destroy on expiration or revocation.   |
| 24               | 9   |  | on individuals separated and civilians reassigned to duties not requiring vehicle operation | destroy on separation or reassignment (Note 2.).   |
| 25               | 10 leasing  | hired motor vehicle reports  |   | destroy after completion of next annual report.  |
| 26               | 11 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).   |
| 27               | 12 operators inspection guide and trouble report forms        | operators checklist noting vehicle deficiencies  | retained on the vehicle for the current month or until a new form is prepared (Note 4)      | destroy 1 month after closeout or when purpose has been served, whichever is later (Note 3). |
| 28               | 13 servicing  | fuel/oil issue forms   | used to account for each fuel/oil issue   | destroy after completion and verification of monthly reports.                                |
| 29               | 14  | vehicle operations documents   |   | destroy after 3 months.  |

TABLE 77-2 (Continued)

Job Item No.

| Job Item No. | R U L E | A  | B  | C  | D  |
|--------------|---------|--|--|--|--|
|              |         | If documents are or pertain to                         | consisting of  | which are  | then   |
| 30           | 15      | state gasoline tax refund claims                       | documents in transportation and contracting offices supporting claims for refund of aviation and motor fuel tax (note 5)   | for claims against the states of Arizona, Oregon, California, and Washington | destroy after 4 years.   |
| 31           | 16      |  |  | for claims against the state of Montana                                      | destroy after 5 years.   |
| 32           | 17      | vehicle operations officer's (VCO) organizational file | VCO/NCO appointments, briefing checklists, parking area approvals, visit results, receipts for vehicles and accessories, vehicle authorization annual reviews, justifications for vehicle dispatch and similar documents | maintained by vehicle operations officers                                    | destroy when superseded, or when no longer required, as applicable.                |
| 33           | 18      | vehicle control officer/NCO documents                  |  | maintained by VCOs/NCOs  |  |
| 34           | 19      | US Government national credit cards                    | cards  |  | destroy 6 months after final payment on all invoices covered by a specific card    |
| 35           | 20      |  | credit card registers, copies of documents certifying loss, investigation, destruction, turn-in, validation, and related documents   | used as accountability documents   | destroy 1 year after the close of the fiscal year.                                 |
| 36           | 21      |  | letters of certification/accountability  |  | destroy when superseded, obsolete or on termination of requirement, as applicable. |

P. 10 of 10

Notes:

1. DD Forms 1360 may be given to individuals being separated from the service.
2. Military personnel may keep invalidated cards.
3. Documents on vehicles involved in acts of misuse or abuse resulting in disciplinary action, and documents on vehicles involved in accidents or other unusual situations, and that are made part of another case file, have the same disposition as the particular file.
4. Initiate a new form for each vehicle at the first inspection of the month, or when a vehicle in for extended repairs, storage, or awaiting disposition is returns to operational status.
5. See Table 177-18 for documents maintained by Commerical Services.

[Job amended by R. Wire per D. Shvell, 9/24/82.]