

unclassified 14 items

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 8 - 1973	JOB NO. NN-173-244
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.	
5-15-73 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR. E. F. VILLIARD

5. TEL. EXT.

11/29239

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

7 MAY 1973

R. E. Reilly

**R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">MOTOR VEHICLE RECORDS (77-1)</p> <p style="text-align: center;">(Applicable Air Force-wide)</p> <p>This proposed revision both consolidates and updates motor vehicle records disposal criteria. Disposal criteria contained in Technical Order 00-20B-5 is included in this revision.</p> <p><u>JUSTIFICATION:</u></p> <p>This revision is needed to provide greater clarity and improved guidance in the maintenance and disposal of documentation related to motor vehicles and to motor vehicle operations sections.</p> <p>Draft copies of the proposed revision and Technical Order 00-20B-5 are attached.</p>	<p>NN170-33 (77-1)</p>	

CORRELATION BETWEEN AFM 12-50, TABLE 77-1 AND THE REVISED DRAFT

Rules 1 through 5 are covered in table 67-11.

Rules 6 through 9.1 are included in rules 1 through 10 of the revision.

Rule 7 was deleted by minor changes in wording of rules 5 and 8.

Rules 10 through 15.1 are now included in rules 11 through 15.

Rules 16 through 19 are now included in rules 16 through 18.

Rule 20 is now rule 19.

Rules 21 through 23 are now rules 20 through 22.

Rule 24 is now rule 23.

D R A F T

77. Motor Vehicles. These tables cover documentation relating to administration, operation, and management of motor vehicles and motor vehicle operations sections, and selection, training, and licensing of motor vehicle operators.

* asterisks indicate new or revised material

TABLE 77-1
MOTOR VEHICLE RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of	which are	then (see note)	
1	RESERVED				
2	RESERVED				
3	RESERVED				
4	RESERVED				
5	vehicle history or maintenance data	documents filed in vehicle files as prescribed by Tech- nical Order QQ-20B-5	for vehicles in active inventory	retain for life of vehicle then transfer to disposal (see table 68-2).	
6			for vehicles destroyed or abandoned	destroy 3 months after vehicle is dropped from accountable records.	
7			RESERVED		
8			for vehicles transferred	forward original with related vehicle; de- stroy duplicate copie after 3 months.	

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Table 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
9	vehicle history or maintenance data	transitory documents filed in vehicle files as prescribed by TO 00-20B-5	completed and entered into the data collection system	retain until current quarter maintenance reports are validated; destroy after 6 additional months.
9.1			forms filled-in and last entries have been carried forward to new forms	destroy after 3 months.
9.2			work orders, contractor operated parts store, etc., for vehicles and components under warranty	destroy when warranty period expires.
10		item manager documents	used to show status of vehicles destroyed, abandoned or transferred to Redistribution and Marketing or other agency	destroy 2 years after loss of vehicle.
11	motor vehicle information	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 measure utilization of motor vehicles		destroy after 1 year.
12		daily and weekly machine run listings such as, vehicle master lists, schedule maintenance reports, workorder status reports and related data products used in day-to-day production		destroy after completion and verification of monthly reports.
13		quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new fiscal year summaries and cards (see table 175-2).

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Table 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
14	motor vehicle information system records	daily PCAM cards, generated as a result of the motor vehicle operations and maintenance data collection system used to record operations and maintenance data		destroy 1 month after completion and verification of the quarterly summary.
15		hired motor vehicle report		destroy after completion of next annual report.
16	installation servicing and operations	vehicle service orders	used to record maintenance data and filed with vehicle historical data	see rules 5 thru 9.2.
17			RESERVED	
18			not covered in rules 5 thru 9.2	destroy after receipt and audit of quarterly machine listings.
19		vehicle operations documents		destroy after 3 months.
20	vendors' sales invoices	invoices for vehicle work-orders which have been filled and for which vendors have been reimbursed	at vehicle maintenance offices in support of vehicle workorders	destroy with related vehicle workorder (Exception: destroy items with warranty when the warranty expires.
21	state gasoline tax refund claims	documents in base transportation and procurement offices which support claims for refund of aviation and motor fuel tax	for claims against the states of Arizona, Oregon, California and Washington	destroy after 4 years.
22			for claims against the state of Montana	destroy after 5 years.
23		documents at base comptroller office for claims for refund of aviation and motor fuel tax		see table 177-18.
24	request for Class B vehicle dispatch (recurring dispatch)	formal requests		destroy when a new form is initiated or when justification for Class B vehicle dispatch no longer exists.
Note: Those documents pertaining to vehicles involved in accidents/incidents or other unusual actions that are made part of a case file have the same disposition as that prescribed for the particular case.				