

Rec'd n 60 29 Apr 80 AM

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

LEAVE BLANK	
JOB NO	NCL-84-80-7
DATE RECEIVED	4-2-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date Acting	4-16-80 <i>William F. Fawcett</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION

All Foreign Service Posts

3 MINOR SUBDIVISION

General Services

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Alice L. Harris

632-8806

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/27/80	<i>William F. Fawcett</i>	Chief, Records Management Staff

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Reference: RMH(B), Ch. 5, Sec. 2  Vehicle Registration File (U.S. Government-owned).  Records pertaining to the registration of Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police, or automobile organizations.  DESTROY ONE-TIME REGISTRATIONS 3 YEARS AFTER DISPOSAL OF VEHICLE. DESTROY RENEWAL REGISTRATIONS WHEN SUPERSEDED, EXCEPT LAST ONE DESTROY 3 YEARS AFTER DISPOSAL OF VEHICLE.	NN-169-86, item 3  RMH(B) 05201 348	
2.	Vehicle Acquisition and Disposition File.  Includes bids, sales agreements, certificates of award, etc.  DESTROY 3 YEARS AFTER DISPOSAL OF VEHICLE.	RMH(B) 05203 348	

*Copys to agency*

*Closed - 4-21-80*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>Motor Vehicle Operating and Maintenance Files.</p> <p>a. Summary data of operating and maintenance expenses including those relating to gas and oil consumption, repair charges (labor and parts), vehicle mileage, etc.</p> <p>RETAIN IN VEHICLE FILE. DESTROY 1 FISCAL YEAR AFTER DISPOSAL OF VEHICLE.</p> <p>b. Source data of operating and maintenance expenses including gas coupons, service and repair work orders, trip tickets, daily despatch reports, etc.</p> <p>DESTROY WHEN 3 MONTHS OLD, AND AFTER SUMMARIZING AS REQUIRED.</p>	<p>II-NNA-3, item 22</p> <p>GRS 10/26</p> <p>RMH (B) 05105 125 GRS 10/22</p>	
4.	<p>Vehicle Inventory Report.</p> <p>DESTROY WHEN SUPERSEDED BY NEW REPORT.</p>	<p>RMH (B) 04101A 04102A(2) 370.</p>	
5.	<p>General Correspondence Files.</p> <p>Correspondence between post and Department regarding post fleet - acquisition, disposition and other transactions.</p> <p>a. Records of a policy and procedural nature.</p> <p><del>DESTROY</del> <sup>DESTROY</sup> <del>RETAIN</del> AT POST <del>UNTIL</del> <sup>when</sup> NO LONGER NEEDED FOR REFERENCE PURPOSES.</p> <p>b. Records pertaining to routine administrative matters.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>	<p>RMH (B) 04101A 04102A(2) 370.</p> <p>GRS 10/1</p>	

*Amended by  
 RDP/lewin, rco  
 11 Apr 80*