

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

LEAVE BLANK

JOB NO.

*N1-185-90-9*

DATE RECEIVED

*4-9-90*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

1. FROM *(Agency or establishment)*

PANAMA CANAL COMMISSION

2. MAJOR SUBDIVISION

ADMINISTRATIVE SERVICES DIVISION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

Diana I. Williams

5. TELEPHONE EXT.

52-7642

DATE

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

01/30/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Diana I. Williams

D. TITLE

Deputy Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN  
*(NARS USE ONLY)*

Agency Records Schedule No. 11--  
 Motor Vehicle Maintenance and Operation Records

AGENCY RECORDS SCHEDULE 11

Motor Vehicle Maintenance and Operation Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Motor Vehicle Correspondence Files.</u> Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	<u>See GRS 10, Item 1.</u> Destroy when 2 years old.
2.	<u>Motor Vehicle Operating Maintenance Files.</u>	<u>See GRS 10, Item 2.</u>
	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Destroy when 1 year old.
	b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.
3.	<u>Motor Transportation Division Policies and Procedures.</u> Active MTD policies and procedures including originals signed by Chief, research, workups, backup, reference and working files for reissuing updated policies and issuing new policies.	
	a. Originals.	Permanent. Send signed originals to Current Records Section (AMRS). Transfer to NARA in 5 year blocks.
	b. Copies.	Destroy when superseded, cancelled, or obsolete and no longer of reference value. ARRS 1, Item 1. NC1 185 77 1, Nov. 23, 1977.

AGENCY RECORDS SCHEDULE 11

Motor Vehicle Maintenance and Operation Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Tool Room Inventory Records.</u>	Destroy 3 years after return or disposal of tools, or 3 years after card is superseded by new card. ARRS 1, Item 42. NCI 185 77 1, Nov. 23, 1977.
5.	<u>Tire Shop Records.</u> Tire Shop Inventory Records and Tire Control Log are record systems created by Systems Division to strengthen tire management. Tire Maintenance Record Cardex recording all work done on a vehicle in relation to replacement or repair of tires.	Destroy inventory records when 3 years old. Destroy cards one year after vehicle is excessed.
6.	<u>Vehicles Listing Print-outs.</u> Machine printed descriptive inventory listings of vehicles including vehicle use, GSA category, accounting data, class, service date, replacement eligibility date, district, and other information. This is the core information essential to proper management of the vehicle fleet. Includes Plant Location Report produced by FM, also.	
	a. Paper Copies.	Destroy when 3 years old.
	b. Diskettes.	Transfer to new diskette each year. Delete information when 3 years old.
7.	<u>Driver's Daily Check List.</u> Record of inspection performed by driver accepting responsibility for a vehicle.	Destroy when six months old unless incorporated into backup of study or other file.
8.	<u>Daily Fuel Report.</u> Daily accountability of gasoline and diesel fuel issued and on hand.	Destroy when 2 years old. ARRS 6, Item 58. NCI 185 77 6, Nov. 11, 1977.

AGENCY RECORDS SCHEDULE 11

Motor Vehicle Maintenance and Operation Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Vehicle Accident Report Files.</u> Copies of accident and damage reports and analyses.	<u>See GRS 10, Item 5.</u>
	a. Original.	Destroy 6 years after case is closed.
	b. Other bureau or divisional copies.	Destroy when 3 years old. ARRS 1, Item 48. NC1 185 77 1, Nov. 23, 1977.
10.	<u>Vehicle Jackets.</u> Individual vehicle jacket files, containing copies of correspondence, job orders, and fuel consumption records pertaining to a vehicle.	Destroy 1 year after vehicle is retired. ARRS 6, Item 9. NC1 185 77 6, Nov. 29, 1977.
11.	<u>Vehicle Accident Repair Files.</u> Repair files on vehicles, including Accident repair, Job Cards, Estimates, copies of material orders. Originals and copies.	Destroy 1 year after vehicle is excessed.
12.	<u>Job Cards(Form 9073)for Fleet Repair Service and Agency Run Fleet Repair Work, for Agency Accident Repair Service.</u> (Private work was discontinued on October 1, 1979).	Destroy 1 year after vehicle is excessed. ARRS 6, Item 7. NC1 185 77 6, Nov. 11, 1977.
13.	<u>Vehicle Assignment Sheets(Form 9056) and Working Files Pertaining to Assignment of Vehicles.</u>	Destroy 1 years after vehicle is excessed.
14.	<u>Excess Property Reports (Form 6042):</u> Reports of items excessed for sale or other disposal.	Destroy when 3 years old. ARRS 3, Item 44. NC1 185 77 3, Nov. 23, 1977.

AGENCY RECORDS SCHEDULE 11

Motor Vehicle Maintenance and Operation Records

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
15.	<u>Check Lists of Preventive Maintenance on vehicles, equipment and emergency light plants.</u> Used for convenience and reference. Foreman needs ready access information to properly service vehicle on next visit (Forms 6241 and 9064).	Destroy when 1 year old.
16.	<u>Motor Vehicle operation Files.</u> Records relating to testing and licensing of employees to operate official motor vehicles and heavy equipment (cranes, forklift trucks, etc.) including safe driving awards and related correspondence.	<u>See GRS 10, Item 7.</u> Destroy 3 years after separation of employees or 3 years after decision of authorization to operate government-owned vehicle, whichever is sooner.
17.	<u>MTD Trip Tickets.</u>	Dispose when no longer needed for reference.
18.	<u>Annual Inspection Checkoff (Form 6212).</u> Used to record inspection of vehicle.	Dispose when no longer needed for vehicle inspection.