

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>19-47-00-10</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received JAN 10 2000	
1 FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Stanley Nusenko	5 TELEPHONE NUMBER 410/965-8987 FAX 410/966-1704	DATE 5-8-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 11/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank T. Colgo</i>		TITLE SSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Motor Vehicle Files (See attached submission in response to NARA Bulletin 99-04)		

JUN 21 2000
115-109

Copy to: agency
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

MODEL II FINAL

**OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT
SOCIAL SECURITY ADMINISTRATION**

Motor Vehicle Files

Records accumulated by Office of Publication and Logistics Management

- a Electronic copies created on electronic mail and word processing systems for all **GOVERNMENT MOTOR VEHICLE REPORTS** under the MVH file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for all **Monthly Mileage Reports**, which consist of monthly report on staff hours used, trips made, passengers transported and/or miles traveled in providing shuttle, U-drive-it, chauffeured, trucking, and other transportation services under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-12 (4 b)], (1 items, 1 temporary)

Disposition Delete/Destroy when 2 years old or after recordkeeping copy has been produced whichever occurs first

- 2 Electronic copies created on electronic mail and word processing systems for all **Usage/Repair Cost Reports**, which consist of documents related to charges and costs for the use of and repairs to General Services Administration motor vehicles Included is GSA motor pool charges, directly related papers and similar documents under the MVH code for all series covered by NARA Disposition Job number [NC1-47-81-19 (1 b (6))], (1 item, 1 temporary)

Disposition Delete/Destroy when 3 years old

- 3 Electronic copies created on electronic mail or word processing systems for all **Daily Vehicle Reports** which contain a history of motor vehicle usage by SSA employee file which includes one copy of each edition of an SSA public information publication together with related background material The proceeding is covered under the MVH code for all series covered by NARA Disposition Job Number [NC1-47-76-12 (4 c)], (1 items, 1 temporary)

Disposition Delete/Destroy when 1 year old

- b Electronic copies created on electronic mail and word processing systems for all **GOVERNMENT MOTOR VEHICLE OPERATOR FILES** under the MVH file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for all **Applications**, which consist of applications for Government motor vehicle operator's cards and related documents, such as physical fitness inquiry forms and reports received from the Motor Vehicle Administration These documents contain name, social security number, date and place of birth, physical fitness, accident, and driver's license information, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-5 (B 1)], (1 items, 1 temporary)

Disposition Destroy after a recordkeeping copy has been produced

- 2 Electronic copies created on electronic mail and word processing systems for all copies of Other Documents, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-5 (B 2)], (1 item, and 1 temporary)

Disposition Delete/Destroy when superseded

- 3 Electronic copies created on electronic mail and word processing systems for all copies of Form SSA-0391, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-5 (D 1)], (1 item, 1 temporary)

Disposition Destroy or delete when next registration

- 4 Electronic copies created on electronic mail and word processing systems for all copies of Form SSA-1174, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-5 (D 2)], (1 item, 1 temporary)

Disposition Destroy or delete after termination of assignment

- 5 Electronic copies created on electronic mail and word processing systems for all copies of Master Listing, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-12 (VI E 1)], (1 item, 1 temporary)

Disposition Destroy or delete when next registration

- 6 Electronic copies created on electronic mail and word processing systems for all copies of Monthly Listings, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-12 (VI E 2)], (1 item, 1 temporary)

Disposition Destroy or delete upon receipt of next listing

- 7 Electronic copies created on electronic mail and word processing systems for all copies of Parking Suspension Listings, which consists of listings of persons who's parking assignments have been suspended This data will eventually be included on the parking assignment listings and the suspension listings will be discontinued, under MVH file code for all series covered by NARA Disposition Job number [NC1-47-76-12 (VI F)], (1 item, 1 temporary)

Disposition Destroy or delete upon receipt of next listing