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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <u>137-96-2</u> NI-267-96-4 | DATE RECEIVED <u>7-31-96</u> |
| 1 FROM (Agency or establishment) General Services Administration | | NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2 MAJOR SUBDIVISION Office of Management Services | | | |
| 3 MINOR SUBDIVISION Information Management Division | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton | 5 TELEPHONE (202) 501-2262 | DATE <u>7-20-97</u> | ARCHIVIST OF THE UNITED STATES <u>John W. Carl</u> |

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

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| DATE <u>7-31-96</u> | SIGNATURE OF AGENCY REPRESENTATIVE <u>Sharon Lighton</u> | TITLE GSA Records Officer |
|------------------------|---|------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | | | | |
|-----------------------------------|--|--|---------------------------------|--|------------------------|--|--|
| | <p>See Attached.</p> <p style="text-align: center;">All changes to this proposed schedule have been approved by:</p> <table style="width:100%; border: none;"> <tr> <td style="text-align: center;"><u>M. Brown</u> NARA appraiser</td> <td style="text-align: center;"><u>9/25/97</u> date</td> <td style="text-align: center;"><u>Sharon Lighton</u> Agency representative</td> <td style="text-align: center;"><u>4-25-97</u> date</td> </tr> </table> | <u>M. Brown</u> NARA appraiser | <u>9/25/97</u> date | <u>Sharon Lighton</u> Agency representative | <u>4-25-97</u> date | | |
| <u>M. Brown</u> NARA appraiser | <u>9/25/97</u> date | <u>Sharon Lighton</u> Agency representative | <u>4-25-97</u> date | | | | |

This appendix provides maintenance and disposal instructions for records related to managing fleet operations. It includes documents created in establishing or discontinuing fleet management centers, developing plans and procedures for managing vehicles and equipment, determining annual vehicle replacement requirements, and developing statistical data. It also includes budget justifications, and studies and surveys. Fleet management records are created under the GSA Organization Manual (OHR P 5440 1) and GSA orders and handbooks in the 5600 subject classification series.

| <u>RECORD SYMBOL</u> | <u>DESCRIPTION OF RECORD</u> | <u>AUTHORIZED DISPOSITION</u> |
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| 09A001 | Fleet management center establishment (- -). Documents resulting from establishing, modifying, relocating, or discontinuing interagency fleet management centers and fleet management center facilities. They include feasibility studies, authorizations, and exhibits, copies of orders, motor vehicle survey reports, operations appraisals, agency exemptions, vehicle assignments, and related records. | <i>NC1-137-81-1, ITEM 50A1</i> Temporary Cut off at end of fiscal year, hold 3 years, and return to FRC. Destroy 10 years after cutoff. |
| | a Center determination and amendment records | Temporary Cut off at end of fiscal year, hold 3 years, and return to FRC. Destroy 10 years after cutoff. |
| | b Documents created from consolidating other agencies' vehicles into the Interagency Fleet Management System (IFMS) | Temporary Cut off at end of fiscal year, hold 5 years, and destroy. |
| | c Documents created from establishing or modifying a fleet management center or subcenter through consolidation | Temporary Cut off at end of fiscal year, hold 3 years, and return to FRC. Destroy 10 years after cutoff. |
| | d Documents related to policy and procedures for conducting studies on consolidating other agencies' vehicles into the IFMS | Disposable Destroy when superseded or obsolete. |
| 09A002-09A004 | Reserved. | |
| 09A005 | Dispatch vehicle studies (NC1-137-81-1). Documents related to motor vehicle demand studies. They include records of filled and unfilled dispatch vehicle demand, cost-benefit analyses of vehicle service at airports, and related records. | Disposable Cut off at end of fiscal year after completing study, destroy 1 year after cutoff. |
| 09A006 | In-house dispatch (NN-171-5). Documents related to providing dispatch vehicle service through fleet management centers, using IFMS vehicles | Disposable Cut off at end of fiscal year after completing study, destroy 1 year after cutoff. <i>ITIA DEFERRED. SCHEDULED UNDER TACO.</i> |

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AUTHORIZED DISPOSITION

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| 09A007 | Commercial dispatch (- -). Documents related to using dispatch vehicles provided by business firms | Disposable Cut off at end of fiscal year after completing study, destroy 1 year after cutoff | ITEM DELETED SCHEDULED UNDER 9A003 |
| 09A008- 09A009 | Reserved. | | |
| 09A010 | <p>Vehicle and equipment acquisition (- -). Documents related to acquiring vehicles, including excess seized or forfeited vehicles. They consist of receiving reports, unsatisfactory equipment reports, requests for certificates of origin, notices of acceptance or rejection of excess seized or forfeited vehicles, documents concerning warranties and mechanical failures, and related records</p> <p>a Documents reporting defects in vehicles, and manufacturers' recall notices for defective vehicles</p> <p>b Documents related to deliveries of IFMS vehicles</p> <p>c Reports of defects in IFMS vehicles and actions taken to correct them</p> <p>d Documents related to scheduling, promoting, and conducting sales of vehicles</p> <p>e Documents related to restoring medium- and heavy-duty trucks and special-purpose equipment, as well as refurbishing IFMS vehicles</p> <p>f Documents related to motor vehicle requisitions held over from one year to the next</p> <p>Note File original copy of contract under paragraph 05C025</p> <p>g. Leased vehicle requests</p> <p>h Documents related to the procurement of law enforcement vehicles for IFMS customers</p> | <p>NI-137-81-1, ITEM 50A10</p> <p>TEMPORARY Disposable Destroy when no longer needed for reference</p> <p>TEMPORARY Disposable Cut off at end of fiscal year after delivery, destroy 1 year after cutoff</p> <p>TEMPORARY Disposable Cut off at end of fiscal year after delivery, destroy 2 years after cutoff</p> <p>Temporary Cut off at end of fiscal year of sale of vehicle, destroy 4 years after cutoff.</p> <p>Temporary Cut off at end of fiscal year after work is completed, destroy 1 year after cutoff</p> <p>TEMPORARY. Disposable Cut off at end of fiscal year of year to which held over, destroy 1 year after cutoff</p> <p>TEMPORARY. Disposable Cut off at end of fiscal year, destroy 1 year after cutoff</p> <p>TEMPORARY Disposable Cut off at end of fiscal year, destroy 1 year after cutoff</p> | |

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| 09A011-09A014 | Reserved. | |
| 09A015 | Vehicle transfers (NC1-137-81-1). Documents created when transferring vehicles within a region, between regions, and from other agencies. They include authorizations for transferring property, copies of vehicle transaction records, and related files | Temporary Cut off at end of fiscal year, destroy 2 years later |
| 09A016 | Vehicle rotation and utilization (- -). Documents related to rotating vehicles between agencies and fleet management centers. Included are records related to use of IFMS vehicles, such as studies, projections, and justifications | Temporary Cut off at end of fiscal year after transfer, destroy 2 years after cutoff NC1-137-85-2, ITEM 51A60 |
| 09A017-09A019 | Reserved. | |
| 09A020 | Vehicle disposal (NC1-137-81-1). Documents created upon exchanging or selling a vehicle or declaring it excess. They include reports of personal property for sale or as excess, copies of vehicle transaction records, and related records | Temporary Place in inactive file upon disposing of vehicle(s), destroy 2 years later |
| 09A021-09A024 | Reserved. | |
| 09A025 | Vehicle identification (NC1-137-81-1). Documents created in purchasing and assigning vehicle identification (license) tags. They include copies of requisitions, shipping instructions, receiving reports, and related records | Temporary Cut off at end of fiscal year after disposing of vehicle(s), destroy 5 years after cutoff |
| | Note File record copy of requisition under ch 05C025 | |
| 09A026 | Vehicle rental rates (NC1-137-81-1). Documents created in computing and approving rental rates for motor vehicles | Disposable Cut off at end of fiscal year, destroy 2 years later |
| 09A027-09A029 | Reserved. | |

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| 09A030 | <p>Vehicle maintenance and repair (- -). Documents related to approving purchase of repairs and services for IFMS vehicles and monitoring the contracts for them. They include copies of contracts, performance evaluations, and related records</p> <p>Note File original of contract or requisition for repairs and services under sch 05C025</p> | <p><i>NC1-137-81-1, ITEM 50A30</i> Temporary Put in inactive file when contract ends or is completed, destroy 2 years later</p> |
| 09A031- 09A034 | Reserved. | |
| 09A035 | <p>Interagency agreements (NC1-137-81-1). Documents related to agreements with other Federal agencies, grantees, cost-plus contractors, and firms providing reimbursable motor vehicle and transportation supplies and services. They include requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements, copies of agreements, and related records</p> <p>a Federal agency requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements, copies of agreements, and related records</p> <p>b Requests and approvals for certification, and compliance reviews concerning cross-servicing or other agreements, copies of agreements, and related records</p> | <p>Disposable Cut off at end of fiscal year in which agreement is superseded, canceled, or made obsolete Destroy</p> <p>Temporary Cut off at end of fiscal year, destroy 6 years after cutoff</p> |
| 09A036 | Motor vehicle tag and credit card registers (NC1-137-85-2). Registers certifying destruction of damaged or defunct tags and credit cards | Temporary Cut off at end of fiscal year, destroy 5 years after date of last entry |
| 09A037- 09A044 | Reserved. | |
| 09A045 | <p>Fleet management reviews (NC1-137-81-1). Documents from reviewing, inspecting, and evaluating fleet management centers and regional offices. They include inspection notices, findings and recommendations, follow-up actions, and related records</p> | Disposable Withdraw and place in inactive file after completing next inspection, hold until end of year, and destroy |
| 09A046- 09A049 | Reserved. | |

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| 09A050 | Motor vehicle accidents. Documents created in reporting and investigating motor vehicle accidents. They include operators' and supervisors' accident reports, statements of witnesses, agency or GSA investigative reports, accident resumes, photographs, diagrams, doctors' certificates, police reports, suspense copies of accident reports, and related files | |
| | a Suspense copies of accident reports (GRS 23/6b(1)) | Disposable Destroy after completing case |
| | b Operators' and supervisors' accident reports, statements of witnesses, agency or GSA investigative reports, accident resumes, photo-graphs, diagrams, doctors' certificates, police reports, suspense copies of accident reports, and related files (GRS 10/5) | Temporary Cut off at end of fiscal year after completing case, hold 2 years, and retire to FRC Destroy 6 years after cutoff |
| 09A051 | Motor vehicle theft (- -). Documents created in reporting and investigating motor vehicle thefts. They include operators' and supervisors' reports, statements of witnesses, agency or GSA investigative reports, and related files | Temporary Cut off at end of fiscal year after completing case, hold 2 years, and retire to FRC Destroy 6 years after cutoff |
| 09A052-09A054 | Reserved. | |
| 09A055 | Modifications and special devices (NC1-137-81-1). Documents created in reviewing, analyzing, and approving or disapproving modifications to, or conversions of, motor vehicles, or installing air-conditioning, radio equipment, or other devices. They include conversion or modification requests, justifications, approvals or disapprovals, and related records | Disposable Cut off at end of fiscal year, destroy 2 years later |
| 09A056-09A059 | Reserved. | |
| 09A060 | Vehicle "official use" (NC1-137-81-1). Documents created in reviewing reports of alleged or observed misuse of vehicles or facilities. They include allegations, copies of correspondence and supporting data, investigative reports, recommendations, reports of actions taken, and related records | Temporary Cut off at end of fiscal year, destroy 3 years later |
| 09A061-09A069 | Reserved. | |

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| 09A070 | Other Government agency correspondence (NC1-137-81-1). Correspondence and related documents created in dealing with agencies on requirements for, use of, and policy on, motor vehicle and interagency fleet management center matters, which cannot logically be filed with other records in this appendix | Temporary Cut off at end of fiscal year, destroy 3 years later |
| 09A071 | Interagency leasing (- -). Documents related to agencies' requests for the GSA to approve the leasing of commercial vehicles They include approvals and disapprovals | Temporary Cut off at end of fiscal year, destroy 2 years later |
| 09A072 | Material delivery and service receipts (NN-171-5). Receipts and supporting documents used to charge agencies for FMC supplies and services (except driver services) | Temporary Cut off at end of fiscal year, destroy 1 year after cutoff |
| 09A073- 09A074 | Reserved. | |
| 09A075 | Vehicle rental (NN-171-5). Documents created in renting vehicles from rental firms Included are reservation forms, orders reserving vehicles, copies of invoices, trip tickets, and related records | Temporary Cut off at end of fiscal year, destroy 1 year after cutoff |
| 09A076- 09A079 | Reserved. | |
| 09A080 | Office of Finance fleet management reports (- -). Reports from system modules such as the following TIRES (Transportation Interface Reporting System), SIBAC (Simplified Interagency Billing and Collection), and NABAS (National Billing Address System) | <i>NN-171-5; ITEMS 50A80 + 51A80</i> |
| | a Monthly Vehicle Inventory Report (FR 2010) | Disposable Destroy after receiving next report |
| | b Fleet management reports, including | Disposable Cut off at end of fiscal year, destroy 1 year later |
| | (1) Monthly Report of Costs by Object Class and Cost Element (FR 2030), | |
| | (2) TIRES Overhead Distribution (FR 2040), | |
| | (3) Motor Pool Income Accrual (FR 2050), | |
| | (4) TIRES Statement of Earnings (FR 2070), | |

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| | (5) TIRES Income and Expense Summary (FR 2080), | |
| | (6) Changes in Equipment Accounts Feeder (FR 2100), | |
| | (7) Monthly Fleet Management Center Detailed Expense by Cost Account List (FR 2110), | |
| | (8) Monthly Fleet Management Center Detailed Income by Sales Code List (FR 2120), | |
| | (9) TIRES Monthly Operating Cost and Statistical Report (FR 2130), | |
| | (10) Sales Summary by Customer Agency (FR 3600), | |
| | (11) Vehicle History Report (FR 5070), | |
| | (12) TIRES Edit Master List (FR 5100), | |
| | (13) Unbilled Accounts Receivable, | |
| | (14) Invalid Interfund Transfer Report, | |
| | (15) Detail Billing Register (SIBAC and non-SIBAC), GSA Form 1729 | |
| | c Fleet cost accounting reports | |
| | (1) NABAS reports, including consolidated monthly and year end reports | Temporary Cut off at end of fiscal year, destroy 3 years later |
| | (2) Regional NABAS reports | Disposable Destroy at end of fiscal year |
| 09A081 | Fleet Management System (FMS) reports (- -) . Reports generated by the Interagency Fleet Management System | |
| | a FMS-generated reports | Disposable Cut off at end of fiscal year, destroy 1 year after cutoff |
| | (1) Daily prebilling and transmittals, | |
| | (2) Monthly cumulative reports, and | |
| | (3) Annual reports | |

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| | b FMS daily activity reports | Disposable Cut off at end of fiscal year, destroy 1 year after cutoff |
| | (1) Certified invoice transmittals, (2) Authorized repairs, (3) Contractor/C3 input | |
| | c FMS cumulative monthly reports | Disposable Cut off at end of fiscal year, destroy 2 years after cutoff |
| 09A082 | Motor vehicle jackets (NN-171-5). Documents created in establishing a historical data file for each fleet management center vehicle. They include copies of vehicle transaction records, certificates of origin, delivery or purchase orders, repair orders, repair invoices, assignment and termination documents, motor vehicle accident resumes, modification and special-device records, and related records | Disposable Place in inactive file on disposing of or transferring vehicle outside of GSA. Cut off at end of fiscal year, destroy 1 year after cutoff |
| 09A083- 09A084 | Reserved. | |
| 09A085 | Tokens (NN-171-5). Records of tokens received and issued. They include stock records cards, vouchers for tokens received and issued, and related records | Temporary Place stock record card in inactive file when card is filled and balances are brought forward to a new card or when the final entry is made on card. Cut off inactive cards and vouchers at end of fiscal year, destroy 2 years after cutoff |
| 09A086- 09A089 | Reserved. | |
| 09A090 | Shop and repair order registers (NN-171-5). GSA Form 1458B, Motor Vehicle Repair and Shop Order Record, for recording control numbers assigned to orders, and related data | Disposable Cut off at end of fiscal year, destroy 1 year later |
| 09A091 | Inventory of parts and supplies (NN-171-5). Documents created in taking inventories to reconcile property accounting records with property on hand for motor equipment parts, materials, and supplies. They include stock record cards, lists, and related files | Disposable Cut off at end of fiscal year after discontinuing or reconciling stock item or after transferring stock balance to new card, hold 1 year, and destroy |
| 09A092- 09A099 | Reserved. | |

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| 09A100 | Motor transportation requests (NN-171-5). Documents on issuing vehicles or related services, including agency requests, travel orders, and similar records | Disposable Cut off at end of fiscal year, destroy 1 year later |
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| 09A101-09A104 | Reserved. | |
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| 09A105 | Material delivery and service receipts (NN-171-5). Documents used to charge agencies for fleet management center services and supplies, other than driver services They include material delivery and service receipts, and related records | Disposable Cut off at end of fiscal year, destroy 1 year later |
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| 09A106 | Aviation effectiveness measures (- -). Records relating to methods of improving aviation cost effectiveness | Temporary Unscheduled Hold until schedule approved by NARA | <i>WITHDRAWN</i> |
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| 09A107 | Aviation Procurement Standards (- -). Records relating to standards for procuring aircraft | Temporary Unscheduled Hold until schedule approved by NARA | <i>WITHDRAWN</i> |
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| 09A108 | Aviation Equipment Standards. (- -). | Temporary Unscheduled Hold until schedule approved by NARA | <i>WITHDRAWN</i> |
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This appendix provides recordkeeping and disposal instructions for program records related to fleet management. It includes developing plans and procedures for managing, using, and operating motor equipment, developing training programs, establishing standards for using or replacing motor equipment, conducting surveys of motor vehicle and equipment practices in other Government agencies, and planning for efficient and economical use of motor vehicles and equipment. Fleet management offices create the records under the GSA Organization Manual (OHR P 5440 1) and GSA orders and handbooks in the 5600 subject classification series.

Note: Documents related to using and removing asbestos must be handled as instructed in chapter 3, paragraph 25, of the GSA Records Handbook (OAD P 1820 2A).

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| 09B001 | <p>Motor vehicle management (- -). Documents related to managing vehicles of the GSA IFMS and other agency fleets. They include the Federal Motor Vehicle Fleet Report, SF 82, Agency Report of Motor Vehicle Data, studies and reports related to safety and accident prevention and to Governmentwide fleet management in general. ^{SAME} Documents related to using and removing asbestos.</p> <p>related to using and removing asbestos</p> <p>Other records</p> | <p><i>NCI-132-81-1, ITEM 50B1</i></p> <p>Temporary. Cut off at end of fiscal year, hold 3 years, and destroy.</p> <p>Permanent. Cut off at end of fiscal year, transfer to NARA 10 years after cutoff.</p> <p>Temporary. Cut off at end of fiscal year, hold 3 years, and destroy.</p> |
| 09B002 | <p>Energy conservation (- -). Documents related to energy conservation in motor vehicles. Included are studies, reports, information on alternative fuels, energy-saving devices, emissions testing, and national fuel economy.</p> | <p>Temporary. Cut off at end of fiscal year, destroy 6 years after cutoff.</p> |
| 09B003 | <p>National credit card program (- -). Documents related to the national credit card, Standard Form 149, U S Government National Credit Card, unauthorized use of the SF 149, and commercial bank credit cards for Government use. Included are files from ordering, replacing, and reissuing the cards, and use of self-service gasoline pumps.</p> | <p>Temporary. Cut off at end of fiscal year, destroy 3 years after cutoff.</p> |
| 09B004 | <p>Reserved.</p> | |

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| 09B005 | Operator permit control (- -). Documents related to issuing Optional Form 346, U S Government Motor Vehicle Operator's Identification Card, including testing, reviewing driving records, reissuing permits, and controlling authorization numbers and sensitive forms | NCI-137-81-1, ITEM 5035 Temporary Cut off at end of fiscal year, destroy 4 years later |
| 09B006 | Vehicle authorizations (NN-171-5). Lists showing persons authorized to draw vehicles from the fleet management center, permits to operate vehicles between home and the workplace, and related records | Disposable Withdraw and destroy when superseded or canceled |
| 09B007 | Reserved. | |
| 09B008 | Interagency Fleet Management System Reports (- -). Daily reports (prebilling and transmittals for combining into monthly reports), monthly reports, and annual reports | Disposable Cut off at end of fiscal year, destroy 1 year later DELETED ITEM. SCHEDULED UNDER 9A81 |
| 09B009 | Reserved. | |
| 09B010 | Fleet management studies (NC1-137-81-1). Documents created in planning, initiating, and conducting cost/benefit studies to determine the most efficient and economical use of motor vehicles and equipment They include studies dealing with vehicle replacement standards, air pollution, disc brakes, air-conditioning, radio installation, and related records | Temporary Cut off at end of fiscal year after completing study, hold 3 years, and retire to FRC Destroy 8 years after cutoff |
| 09B011-09B016 | Reserved. | |
| 09B017 | Fleet management reports (NC1-137-81-1). Titles of, and maintenance and disposal instructions for, the reports below a Federal Motor Vehicle Fleet Reports (1) Government wide reports (record copies) (2) Federal agency reports (3) Worksheets and other supporting papers | Temporary Cut off at end of fiscal year, destroy 5 years later Temporary Cut off at end of fiscal year, destroy 5 years later Disposable Cut off at end of fiscal year, destroy 1 year later |

09C096

Traffic programs, general (- -). Documents related to GSA traffic programs not covered elsewhere in this schedule. Included are reports on traffic studies, traffic programs under consideration, and special transportation assistance to offices in the GSA.

NI-137-87-1, ITEM 52A96
Temporary Cut off at end of fiscal year, hold 2 years, and return to FRC Destroy 6 years after cutoff