

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NCL-137-85-2	DATE RECEIVED 12-04-84
1. FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Federal Supply and Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION National Fleet Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5. TELEPHONE EXT 535-7934		
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 10 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 2/28/84	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Actg. Chief, Records and Forms Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<u>Fleet Management Center Program Records</u>  Enclosed are proposed changes to the file descriptions and disposition schedules of Ch. 51, Fleet Management Center Program Records (OAD P 1820.2). This change includes reports generated by the DEPMAIN computer system. The unchanged items in this schedule have been marked out.	NN-171-5	

CHAPTER 51. FLEET MANAGEMENT CENTER PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for program records accumulated at Fleet Management Centers in the management and operation of the motor vehicle fleet. These instructions are contained in app. 51-A.

2. Microfilming records. The records for the program files described in this chapter may be converted to microform and the original paper records destroyed if the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1 and 3, and 4-3 and 4 (OAD P 1882.1), are met.

This appendix provides maintenance and disposition instructions for program records on the Fleet Management Center management and operation. They include historical files on each vehicle indicating use and disposal. There are also administrative and financial files, reports, and similar documents. Fleet Management Center program records are created under the GSA Organization Manual (OHR P 5440.1) and pursuant to provisions of GSA orders and handbooks in the 5600 subject classification series. They are accumulated only by Fleet Management Centers.

Appendix 51-A. Fleet Management Center  
Program Records

51A1. Motor vehicle jacket files (NN-171-5). Documents created in establishing a historical data file for each Fleet Management Center vehicle. They include copies of the vehicle transaction record, certificates of origin, repair orders, delivery or purchase orders, handbills, invoices, service and inspection work orders or stubs, tire requisitions and delivery or purchase orders, motor vehicle accident resumes, modification and special device records, and related records.

Place in inactive file on disposal or transfer of the vehicle outside GSA. Cut off annually; destroy when 1 year old.

51A2 - 51A4. Reserved.

51A5. Dispatch vehicle study files (NN-171-5). Documents related to motor vehicle demand studies. They include records of filled and unfilled dispatch vehicle demands, cost/benefit analyses on vehicle service at airports, and related records.

Cut off annually; destroy when 1 year old.

51A6 - 51A9. Reserved.

51A10. Vehicle and equipment acquisition files (NN-171-5). Documents created in requesting procurement of and in the receipt of vehicles from nongovernment sources. They include copies of requisitions; purchase orders; invoices; receiving reports; unsatisfactory equipment reports; correspondence dealing with warranties, mechanical failures, and similar discrepancies; and related records.

Cut off annually; destroy when 2 years old.

51A11 - 51A14. Reserved.

51A15. Vehicle transfer files (NN-171-5). Documents created in transferring vehicles within a region, between regions, and from other agencies. They include authorizations for transfer of property, copies of vehicle transaction records, and related records.

Cut off annually; destroy when 1 year old.

51A16 - 51A19. Reserved.

51A20. Vehicle disposal files (NN-171-5). Documents created upon exchange/sale of a vehicle or its declaration as excess. They include reports of personal property for sale or reports of excess personal property; copies of vehicle transaction records; and related records.

Place in inactive file upon disposal of vehicle, cut off annually; destroy when 1 year old.

51A21 - 51A24. Reserved.

51A25. Vehicle identification files (NN-171-5). Documents created in procuring and assigning vehicle identification (license) tags. They include requisitions, shipping instructions, receiving reports, and related records.

Cut off annually; destroy when 1 year old.

51A26 - 51A29. Reserved.

51A30. Vehicle repair contract files (NN-171-5). Documents created in arranging for and monitoring contracts (awarded by FSS) for servicing and repairing motor vehicles. They include copies of contracts, performance evaluation reports, and related records.

Place in inactive file when contract terminated or completed. Cut off at the end of the fiscal year; destroy when 1 year old.

51A31 - 51A34. Reserved.

51A35. Agreement files (NN-171-5). Documents on agreements with cost-plus contractors, grantees, other Government agencies, commercial transportation enterprises, and other organizations for providing motor vehicle and related transportation supplies and services, normally on a reimbursable basis. They include requests for, authorizations of, certifications concerning, and compliance reviews involving cross-service or other agreements; copies of the agreements; and related records.

Cut off annually when superseded, canceled, expired, or obsolete; hold 1 year; and retire. Destroy after 5 additional years.

51A36. Motor vehicle tag and credit card registers (.....). Documents certifying destruction of vehicle tags and credit cards. They include registers showing the reason for and method of destruction; e.g., a broken, defaced, or expired card; damaged tags; or cards for vehicles removed from service.

Cut off annually; destroy 5 years from the date of the last entry.

51A37 - 51A39. Reserved.

51A40. Unauthorized credit purchase files (NN-171-5). Documents created in recording and following up on the improper use of Government credit cards. They include memorandums detailing misuse, unauthorized purchase, or indicating fraud; notifications to other agencies concerning improper use; supporting documents; and related records.

Cut off annually; destroy when 3 years old.

51A41 - 51A44. Reserved.

51A45. Fleet Management Center inspection files (NN-171-5). Documents created in inspecting and evaluating Fleet Management Center systems. They include inspection notices, reports of findings and recommendations, followup actions, and related records.

Withdraw and place in inactive file on completion of next inspection. Cut off the inactive file at the end of the calendar year and destroy.

51A46 - 51A49. Reserved.

51A50. Withdrawn by CHGE.....

51A51 - 51A54. Reserved.

51A55. Withdrawn by CHGE.....

51A56 - 51A59. Reserved.

51A60. Vehicle utilization records (.....). Documents recording dispatch vehicle use for and kept for billing. They include motor vehicle dispatch records.

Destroy upon verification of correct data entry in Depmain System.

OAD P 1820.2 CHGE

51A61 - 51A64. Reserved.

51A65. Withdrawn by CHGE\_\_\_\_\_.

51A66 - 51A69. Reserved.

51A70. Materials delivery and service receipts files (NN-171-5). Documents used to charge agencies for Fleet Management Center services and supplies (other than driver services). They include material delivery, service receipts, and related records.

Cut off annually; destroy when 1 year old.

51A71 - 51A74. Reserved.

51A75. Vehicle rental files (NN-171-5). Documents on reserving, renting, and using vehicles from commercial rental firms. They include reservation forms, orders reserving vehicles from rental firms, copies of invoices, trip tickets, and related records.

Cut off annually; destroy when 1 year old.

51A76 - 51A79. Reserved.

51A80. Fleet Management Center and vehicle management report files (NN-171-5). Titles and disposition instructions for these files are as follows:

a. Interagency Fleet Management Center Operating Costs and Statistical Report (FS-263).

Cut off annually; destroy when 2 years old.

b. Motor Vehicle Consolidation Report.

Cut off annually; destroy when 1 year old.

c. Withdrawn by CHGE\_\_\_\_\_.

d. Reserved.

e. Vehicle Cost and Use Report (FS-264).

Cut off annually; destroy when 2 years old.

- f. ~~Semiannual Vehicle Disposal Report (FS-265).~~  
Cut off annually; destroy when 2 years old.
- g. ~~Semiannual Exchange Sale Summary (FS-266).~~  
Cut off annually; destroy when 2 years old.
- h. ~~Annual Motor Vehicle Maintenance Report (FS-268).~~  
Cut off annually; destroy when 2 years old.
- i. Withdrawn by CHGE.....
- j. ~~Monthly Vehicle Inventory Report (FS-269).~~  
Destroy on receipt of the next report.
- k. ~~Schedule of Changes in Motor Vehicle Data Report (FS-  
271).~~  
Cut off annually; destroy when 2 years old.
- l. ~~Consolidated Age and Mileage Analysis Report (FS-  
273).~~  
Cut off annually; destroy when 2 years old.
- m. ~~Sales Summary by Customer Agency (FS-274).~~  
Cut off annually; destroy when 2 years old.
- n. ~~Direct Costs by Vehicle Body Type and Year Model  
Report (FS-275).~~  
Cut off annually; destroy when 2 years old.
- o. Withdrawn by CHGE.....
- p. ~~Report of Exempted Vehicles.~~  
Cut off annually; destroy when 1 year old.
- q. ~~Service Agreement Report.~~  
Cut off annually; destroy when 2 years old.



r. Monthly Vehicle Inventory Status Change Listing Report (FS-270).

Cut off semiannually; destroy when 6 months old.

s. Monthly Motor Vehicle Maintenance Exception List Report (FS-267).

Destroy upon receipt of next report.

t. Service Station Report.

Cut off annually, hold 2 years, and retire. Destroy after 3 additional years.

u. Vehicle Inventory by Class/Tag (GRS 3-10a).

Cut off semiannually; destroy 2 years from date of list.

v. Vehicle Inventory by Status (GRS 3-10a).

Cut off semiannually; destroy 2 years from date of list.

w. Error List.

Cut off monthly; destroy when 1 month old.

x. Data Input by Transmittal.

Cut off monthly; destroy when 1 month old.

y. Valid Data Input.

Cut off quarterly; destroy when 3 months old.

z. Inspection Schedule Library.

Destroy upon receipt of next report.

aa. Vehicle History Report.

Destroy when no longer required. (Transfer to a records center is not authorized)

bb. Data Input to Motor Pool Accounting and Reporting System (MARS) by Transmittal

Cut off monthly; destroy when 1 month old.

cc. Monthly Listing of Dispatches, Charges, and Adjustments.

Cut off semiannually; destroy when 6 months old.

dd. Monthly Job Execution Report.

Cut off annually; destroy when 1 year old.

ee. Utilization Performance Indicators Report.

Cut off annually; destroy when 1 year old.

ff. Summary Utilization Report.

Cut off annually; destroy when 1 year old.

gg. Rotation Report.

Destroy upon receipt of next report.

hh. Replacement Analysis Report.

Destroy upon receipt of next report.

51A81 - 51A84. Reserved.

51A85. Token record files (NN-171-5). Documents used to maintain a record of tokens received and issued. They include stock record cards, records which serve as vouchers for receipt and issue of tokens, and related records.

Stock record cards: Withdraw and place in inactive file when card is filled and balances are brought forward to a new card or when final entry is made on the card. Cut off at the end of the year, destroy when 2 years old.

Voucher records: Cut off annually; destroy when 2 years old.

51A86 - 51A89. Reserved.

51A90. Shop and repair order registers (NN-171-5). GSA Form 1458B, Motor Vehicle Repair and Shop Order Record, maintained for recording in numerical sequence the control numbers assigned to shop and repair orders and for reflecting other required data.

Cut off annually; destroy when 1 year old.

51A91. Inventory of parts and supplies (NN-171-5). Documents accumulated in conducting and reporting on inventories taken to reconcile property accounting records with property on hand for motor equipment parts, materials, and supplies. They include stock record cards, listings, and related records.

Cut off annually, hold 1 year after stock item is discontinued or reconciled or after stock balance is transferred to new card, and destroy.

51A92 - 51A94. Reserved.

51A95. Fleet Management Center document transmittal files (NN-171-5). Documents used in forwarding source documents to the financial activity. They include agency Fleet Management Center document transmittals, supporting papers, and related records.

Cut off annually; destroy when 1 year old.

51A96 - 51A99. Reserved.

51A100. Motor transportation request files (NN-171-5). Documents on issuing vehicles or related services. They include agency requests, travel orders, and related records.

Cut off annually; destroy when 1 year old.

51A101 - 51A104. Reserved.

51A105. Vehicle authorization files (NN-171-5). Lists showing names of individuals authorized to draw vehicles from the Fleet Management Center, permits to operate vehicles between home and place of employment, similar authorizations, and related records.

Withdraw and destroy when superseded or canceled.

51A106 - 51A109. Reserved.

51A110. Withdrawn by CHGE\_\_\_.

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