

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-82-070

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION (HQ USAF)

3. MINOR SUBDIVISION

DOCUMENTATION MANAGEMENT

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. D. F. SHUELL

5. TEL. EXT.

43527

LEAVE BLANK	
JOB NO NCI-AFU-82-70	
DATE RECEIVED 9/12/82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 Jan 8, 83	Archivist of the United States <i>[Signature]</i>

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.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 26 AUG 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Mark H. Coon]</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">MOTOR VEHICLE RECORDS (Table 77-1)</p> <p align="center">Applicable Air Force-wide and also Vehicle Operations Documents (Table 77-2)</p> <p>The purpose of this submission is to revise disposition criteria for motor vehicle records and to update a related table covering vehicle operations documents. Several previously approved series have been renumbered to improve the format. Some of the rules from Table 77-1 are now included in table 77-2. (see conversion table).</p> <p>We have made minor adjustments in the description data of the table. Revised disposition criteria is requested for rules 2, 9 and 14 of Table 77-1.</p> <p>The new disposition requirements will meet the needs of the Air Force.</p> <p><i>[Amended by R. Wire per D. Shuell, 9/24/82]</i></p>	<p>NCI-AFU-82-3</p>	<p>36 items</p>

115-107

*Mass data change sheet required. Copy of job sent to NNM by RAW, 12/23/82.
Closed out 1-18-83 Copies sent to Agency 1-18-83 JP*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TABLE 77-1

Title Change from Motor Vehicle Records to Vehicle and Equipment
Maintenance Documents

Items 1-3 replace the old items 1-6 using a broader description
of the documentation.

Items 4-7 are new to this table

Item 8-is now included under SBSS documents

Item 9-new

Items 10-13 were items 8-11

Item 14 is new.

TABLE 77-1

VEHICLE AND EQUIPMENT MAINTENANCE DOCUMENTS

Job
Item
No.

R U L E	A		B	C	D
	If documents are or pertain to		consisting of	which are	then
1	1	vehicle and equipment jackets	the historical portion	prescribed by AFM 77-310, Vol II and TO-00-20B-5	retain as current for the life of the item (Note 1); transfer to gaining activity on permanent reassignment or disposal (Note 2)
2	2		the temporary portion		destroy 3 months after monthly cutoff, or on expiration of the warranty period, whichever is later (Note 3).
3	3		vehicle historical records	forms maintained as a central file	transfer to the historical portion of the vehicle jacket on initiation of third continua- tion form, or on permanent reas- signment of vehicle, whichever is sooner.
4	4	minor maintenance work orders	documents on minor or mobile maintenance and capturing labor hours in the tire or battery shops		destroy 3 months after monthly cutoff.
5	5	COPARS control and verification documents	COPARS fund ledgers, sales slips, invoice verifications and related documents		
6	6	materiel control documents	COPARS stock consumption records		destroy 1 year after completion
7	7		SBSS computer printouts		see Table 67-17.
		Definitions: COPARS Contractor Operated Parts Store SBSS Standard Base Supply System PCAM Punch Card Accounting Machine			

p4

Job Item No.	TABLE 77-1 (Continued)				
	R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	8	work order logs and quality control records			see Table 11-1, Rule 4
9	9	vehicle time compliance technical orders (TCTOs)	TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles	maintained by maintenance control and analysis	destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal. Destroy all other documents 1 year after completion.
10	10	motor vehicle information system documents	monthly motor vehicle operations and maintenance summary reports, maintenance manhour summary reports, employee master list, and related correspondence	used to account for costs, direct and indirect manhours, and to measure vehicle utilization	destroy after 1 year.
11	11		daily and weekly machine run listings such as vehicle master lists, scheduled maintenance reports, work order status reports, and related data products	used in day-to-day production	destroy after completion and verification of monthly reports.
12	12		quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new FY summaries and cards (see Table 175-2).
13	13		daily PCAM cards generated in the data collection system	use to record operations and maintenance data	destroy after completion and verification of monthly summary,
14	14		indirect labor time cards	used to capture indirect manhours	
15	15	control register for Panama Official Decals/Military Vehicles	vehicle decal records/register and related documents	Used as accountability and inventory records	destroy after 5 years or when no longer needed for accountability.

Notes:

1. Authorization documents for vehicle modifications and related materials may be destroyed when the vehicle is returned to its original configuration.
2. Destroy duplicate copies of the historical portion of the jacket after six months unless requested by the receiving agency.
3. Major commands may extend the retention period to one year.

P.5
10

PROPOSED CHANGE TO TABLE 77-2

Title changed from: "MOTOR VEHICLE OPERATORS' RECORDS" to VEHICLE OPERATIONS DOCUMENTS

This change does not change disposition instructions. However, there are a few minor word changes and a consolidation of some of the rules from T77-1

Rules 1 - 4 Same wording with the addition of "Including AF Reserve and ANG Personnel" in Rule 2.

Rules 4.1, 4.2, and 4.3: Changed to Rules 5, 6, and 7, with same wording.

Rules 5 and 6: Changed to Rules 8 and 9 (same concept a tighter wording)

Rules 7 thru 9: were reserved now used, see above.

Rule 10: changed to "leasing" from T77-1, R12 (same wording)

Rule 11: was rule 10 (same wording)

Rule 12: was rule 11 (same wording)

Rule 13: (Added)
14: (Added) were rules 15 and 16 T 77-1 (same wording)

Rule 15: (Added)
16: (Added) were rules 18 and 19 T 77-1 (same wording)

Rule 17: (Added)
18: (Added) were Rules 21 and 22 T 77-1, (same wording: with the exception of operating instructions and other documents related to vehicle operation and management.)

Rule 19: (Added)
20: (Added) were Rules 23, 24, and 25 T 77-1, (same wording)
21: (Added)

TABLE 77-2

VEHICLE OPERATIONS DOCUMENTS

Job
Item
No.

R
U
L
E

A

B

C

D

If documents are
or pertain to

consisting of

which are

then

16

1

drivers qualification

operator qualifications and
record of licensing, examin-
ation and performance, re-
quests for driver's training
and addition to SF 46, and
reports of inquiry search-
national driver register

for active duty
personnel

see Table 35-1.

17

2

for military personnel
(including AF Reserve and
ANG personnel) separated
from the service

destroy on separation (Note 1).

18

3

for civilian personnel
relieved of driving
responsibilities

forward to immediate supervisor.

19

4

superseded

destroy when pertinent data is
transcribed to appropriate forms.

20

5

medical evaluations, accident
histories, traffic citations
and driver awards

source documents for
driver qualification

21

6

test results

22

7

at the unit of assign-
ment when driver train-
ing support is not avail-
able from the host base

destroy when superseded, or when
no longer required, whichever is
sooner.

TABLE 77-2 (Continued)

Job Item No.	RULE	A If documents are or pertain to	B consisting of	C which are	D then
23	8	government military vehicle operators' identification cards		permanently revoked or expired	destroy on expiration or revocation.
24	9			on individuals separated and civilians reassigned to duties not requiring vehicle operation	destroy on separation or reassignment (Note 2.).
25	10	leasing	hired motor vehicle reports		destroy after completion of next annual report.
26	11	motor vehicle accident case files	reports of accidents, estimates of damage, reports of survey, statements of charges cash collection vouchers, or comparable documents, photographs (when required), and related correspondence		destroy 3 years after final action (Note 3).
27	12	operators inspection guide and trouble report forms	operators checklist noting vehicle deficiencies	retained on the vehicle for the current month or until a new form is prepared (Note 4)	destroy 1 month after closeout or when purpose has been served, whichever is later (Note 3).
28	13	servicing	fuel/oil issue forms	used to account for each fuel/oil issue	destroy after completion and verification of monthly reports.
29	14		vehicle operations documents		destroy after 3 months.

Job
Item
No.

TABLE 77-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
30 15	state gasoline tax refund claims	documents in transportation and contracting offices supporting claims for refund of aviation and motor fuel tax (note 5)	for claims against the states of Arizona, Ore- gon, California, and Washington	destroy after 4 years.
31 16			for claims against the state of Montana	destroy after 5 years.
32 17	vehicle operations officer's (VOO) organizational file	VCO/NCO appointments, brief- ing checklists, parking area approvals, visit results, receipts for vehicles and accessories, vehicle authori- zation annual reviews, justi- fications for vehicle dispatch and similar documents	maintained by vehicle operations officers	destroy when superseded, or when no longer required, as applicable.
33 18	vehicle control officer/NCO documents		maintained by VCOs/NCOs	
34 19	US Government national credit cards	cards		destroy 6 months after final payment on all invoices covered by a specific card
35 20		credit card registers, copies of documents certifying loss, investigation, destruction, turn-in, validation, and related documents	used as accountability documents	destroy 1 year after the close of the fiscal year.
36 21		letters of certification/ accountability		destroy when superseded, obsolete or on termination of requirement, as applicable.

P. 10 of 10

Notes:

1. DD Forms 1360 may be given to individuals being separated from the service.
2. Military personnel may keep invalidated cards.
3. Documents on vehicles involved in acts of misuse or abuse resulting in disciplinary action, and documents on vehicles involved in accidents or other unusual situations, and that are made part of another case file, have the same disposition as the particular file.
4. Initiate a new form for each vehicle at the first inspection of the month, or when a vehicle in for extended repairs, storage, or awaiting disposition is returns to operational status.
5. See Table 177-18 for documents maintained by Commerical Services.

[Job amended by R. Wire per D. Shvell, 9/24/82.]