

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

21 items

AFU

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
3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
PRESTON B. SPEED

5. TEL. EXT.
756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUN 8 1976	JOB NO. NC1-AFU-76-47 4
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 "with-drawn" in column 10.	
6-14-76 (Date)	<i>James B. Reader</i> Archivist of the United States

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 JUN 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

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) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for motor vehicle records. Several previously approved series have been renumbered to improve the format. In the following discussion, our references to rules pertain to the attached decision logic table.</p> <p>We have made minor adjustments in the descriptive data of the table. Revised disposition criteria is requested for rules 3 through 6 and 11. The records described in rules 15 and 22 have not been scheduled.</p> <p>The changes in rules 4-6 are required to control unnecessary repeat maintenance on our motor vehicle fleet, with the qualification of Note 2 for special purposes of commands or peculiar equipment items. The change in rule 3 is required to accommodate delays at depots in vehicle transfers. The revised criteria for rule 11 will satisfy our current requirements.</p> <p>The fuel/oil issue forms described in rule 15 are initiated each time a vehicle is serviced and are used to account for fuel/oil issues. The records described in rule 22 are used for reference to information concerning assigned vehicles and the duties and responsibilities of vehicle control officers.</p>	NN 170-33	

Copy to Agency 6-16-76 dk

TABLE 77-1

MOTOR VEHICLE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	vehicle history or maintenance data	documents filed in vehicle files as prescribed by Technical Order 00-20B-5	for vehicles in active inventory	retain for life of vehicle then transfer to disposal (see table 68-2).
			for vehicles destroyed or abandoned	destroy 3 months after vehicle is dropped from accountable records.
3			for vehicles transferred	forward original with related vehicle; destroy duplicate copies after six months unless requested by the receiving organization.
4		transitory documents filed in vehicle files as prescribed by TO-00-20B-5	completed and entered into the data collection system	destroy after 6 months (note 2).
5			forms filled in and last entries have been carried forward to new forms	
6			work orders, contractor operated parts store, etc., for vehicles and components under warranty	
7		item manager documents	used to show status of vehicles destroyed, abandoned or transferred to property disposal office or other agency	destroy 2 years after loss of vehicle.

TABLE 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	motor vehicle information system records	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 measure utilization of motor vehicles	destroy after 1 year.
9		daily and weekly machine run listings such as, vehicle master lists, schedule maintenance reports, work-order status reports and related data products	used in day-to-day production	destroy after completion and verification of monthly reports.
10		quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new FY summaries and cards (see table 175-2).
11		daily PCAM cards generated as a result of the motor vehicle operations and maintenance data collection system	used to record operations and maintenance data	destroy after completion and verification of monthly summary.
12		hired motor vehicle report		destroy after completion of next annual report.

TABLE 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	installation servicing and operations	vehicle service orders	used to record maintenance data and filed with vehicle historical data	see rules 1 through 6
14			not covered in rules 1 through 6	destroy after receipt and audit of quarterly machine listings (note 1).
15		fuel/oil issue form	used to account for each fuel/oil issue	destroy after completion and verification of monthly reports.
16		vehicle operations documents		destroy after 3 months.
17	vendors' sales invoices	invoices for vehicle work-orders which have been filled and for which vendors have been reimbursed	at vehicle maintenance offices in support of vehicle workorders	destroy with related vehicle workorder. (Exception: destroy warranty items with expired warranty.)
18	state gasoline tax refund claims	documents in base transportation and procurement offices which support claims for refund of aviation and motor fuel tax	for claims against the states of Arizona, Oregon, California and Washington	destroy after 4 years.
19			for claims against the state of Montana	destroy after 5 years.
20		documents at base comptroller for claims for refund of aviation and motor fuel tax		see table 177-18.

TABLE 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	request for Class B vehicle dispatch (recurring dispatch)	formal requests		destroy when a new form is initiated or when justification for dispatch of Class B vehicle no longer exists.
22	Vehicle Control Officer/NCO records	prescribing directives, VCO pamphlet and general information, monthly/quarterly newsletters, command letters, mileage goal chart, miles per gallon gas chart, VCO meeting minutes, VAUB meeting minutes, etc.	for vehicle control officer ready reference	destroy when rescinded, superseded, obsolete, or when no longer needed. whichever is applicable.
<p>NOTES:</p> <p>1. Those documents pertaining to vehicles involved in accidents/incidents or other unusual actions that are made part of a case file have the same disposition as that prescribed for the particular case.</p> <p>2. Major commands may extend this interval to one year.</p>				