REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment): Department of Energy — Washington, DC 20585

2. MAJOR SUBDIVISION: Department-wide

3. MINOR SUBDIVISION:

4. NAME OF PERSON WITH WHOM TO CONFER: Mary Ann Wallace

5. TELEPHONE: 301 903 4353

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-434-98-13

DATE RECEIVED: 3-30-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE:

ARCHIVIST OF THE UNITED STATES: WITHDRAWN

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 3 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/25/98	Mary Ann Wallace Mary Ann Wallace	Team Leader, Records Mgt.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Administrative Schedule 10, based upon GRS 10; See Attachment.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

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

Withdrawn
FEB 9 1999

ADMINISTRATIVE RECORDS SCHEDULE 10 2

MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS 2

1. **Motor Vehicle Correspondence Files** 2

2. **Motor Vehicle Operating and Maintenance Files** 2

3. **Motor Vehicle Cost Files** 2

4. **Motor Vehicle Report Files** 3

5. **Motor Vehicle Accident Files** 3

6. **Motor Vehicle Release Files** 3

7. **Motor Vehicle Operator Files** 3

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 10: MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS

These records pertain to the management, maintenance, and operation of motor vehicles. 41 CFR 101-38 prescribes policies and procedures. Standard Form 82 which is an annual motor vehicle report required by the Office of Federal Supply Services, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Office of Federal Supply and Services (Standard Form 82, Agency Report of Motor Vehicle Data); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

All records described in this schedule are authorized for disposal in both hard copy and electronic formats.

1. **Motor Vehicle Correspondence Files.** (GRS 10, item 1)

   Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.

   Destroy when 2 years old.

2. **Motor Vehicle Operating and Maintenance Files.** (GRS 10, item 2)

   a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

      Destroy when 3 months old.

   b. Maintenance records, including those relating to service and repair.

      Destroy when 1 year old.

3. **Motor Vehicle Cost Files.** (GRS 10, item 3)

Motor vehicle ledger and work sheets providing cost and expense data.

Destroy 3 years after discontinuance of ledger or date of work sheet.

4. **Motor Vehicle Report Files.** (GRS 10, item 4)

Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.

Destroy 3 years after date of report.

5. **Motor Vehicle Accident Files.** (GRS 10, item 5)

Records relating to motor vehicle accidents, maintained by transportation offices,including SF 91, Operator's Report of Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.

Destroy 6 years after case is closed.

6. **Motor Vehicle Release Files.** (GRS 10, item 6)

Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate of Release to Obtain Title to a Motor Vehicle.

Destroy 4 years after vehicle leaves Departmental custody.

7. **Motor Vehicle Operator Files.** (GRS 10, item 7)

Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.

Destroy 3 years after separation of employees or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner.