

## **Motor Vehicle Maintenance and Operation Records**

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies.

41 CFR 101-38 prescribes policies and procedures. Standard Form (SF) 82, which is an annual motor vehicle report required by the Federal Supply Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This chapter covers agency 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 (SF 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 checkoff sheets, cost ledgers, and claims correspondence and forms.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

### **1. Motor Vehicle Correspondence Files.**

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 10, Item 1]

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

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 months old.

**Disposition Authority:** [GRS 10, Item 2a]

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 10, Item 2b]

### **3. Motor Vehicle Cost Files.**

Motor vehicle ledger and worksheets providing cost and expense data.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after discontinuance of ledger or date of worksheet.

**Disposition Authority:** [GRS 10, Item 3]

### **4. Motor Vehicle Report Files.**

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after date of report.

**Disposition Authority:** [GRS 10, Item 4]

### **5. Motor Vehicle Accident Files.**

Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 6 years after case is closed.

**Disposition Authority:** [GRS 10, Item 5]

## **6. Motor Vehicle Release Files.**

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 4 years after vehicle leaves agency custody.

**Disposition Authority:** [GRS 10, Item 6]

## **7. Motor Vehicle Operator Files.**

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

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.

**Disposition Authority:** [GRS 10, Item 7]

## **8. Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**Disposition Authority:** [GRS 10, Item 8a]

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy/delete when dissemination, revision, or updating is completed.

**Disposition Authority:** [GRS 10, Item 8b]