



U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

Subject Number:

ADS 7-1

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Date:

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Subject: Motor Vehicle Management

Approval:

Title:

Director

The Change Notice relates to Records Retention and Credit Cards.

I. Records.

This change is to clarify the language and intent of Section IV - Records, on Page 19 of the directive's Vehicle Management Handbook to reflect conformance with Pages 1 and 2 of the GSA's GENERAL RECORDS SCHEDULE 10, dated June, 1988. The following replaces Page 19 and will be adhered to relating to the retention of motor vehicle records:

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Motor Vehicle Correspondence Files.</u>  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.	<u>Motor Vehicle Operating and Maintenance Files.</u>  a. Operating records including relating to gas and oil consumption, dispatching, and scheduling.  b. Maintenance records, including those relating to service and repair.	Destroy when 3 months old.  Destroy when 1 year old.
3.	<u>Motor Vehicle Cost Files.</u>  Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet

**CHANGE NOTICE**

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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, and SF 82-D, Agency Report of Sedan Data.

Destroy 3 years after date of report.

5. Motor Vehicle Accident Files.

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.

Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificates of Release of Motor Vehicle.

Destroy 4 years after vehicle leaves agency.

7. Motor Vehicle Operation Files.

Records relating to individual employee operations 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.

II. Credit Cards.

This is to add an additional procedure.

Page 11 (4) Add the following sentence to the end of the paragraph:

"The credit card is forwarded with a memorandum to the Branch of Policy and Evaluation to be destroyed."

Page 11 (7) Change paragraph:

"When a vehicle is disposed of by transfer to another Bureau of the Department of the Interior, another Government agency, sold or salvaged, the tags will be destroyed at the latest assigned OSM location and the credit card forwarded to the Branch of Policy and Evaluation with a memorandum requesting that card's destruction."

Page 12 (8) Add to the end of the paragraph:

The expired cards will be forwarded with a memorandum to the Branch of Policy and Evaluation requesting that card's destruction.