

(Revised and Reformatted on 10/2016)

NOAA Records Schedules

Chapter 1000

Motor Vehicle Management and Transportation Services Files

Table of Contents

1003	Motor Vehicle Services Files
1003-01	Vehicle Procurement Files
1003-02	Motor Vehicle Operating and Maintenance Files
1003-03	Motor Vehicle Cost Files
1003-04	Motor Vehicle Report Files
1003-05	Motor Vehicle Accident Files
1003-06	Motor Vehicle Release Files
1003-07	Motor Vehicle Operator Files
1003-08	Reserved
1003-09	Motor Vehicle Correspondence Files
1004	Transportation Services Files
1004-01	Transportation Assistance Files
1004-02	GBL Files
1004-03	GBL Register Files

1004-04	Custom Files
1004-05	Shortage and Demurrage Report Files
1004-06	Damage and Loss Claims Files
1004-07	General Reports Files
1004-08	Household Effects Review Files
1004-09	Carrier Files
1005	Moving and Shuttle Service Files
1005-01	Moving Request Files
1005-02	Moving Schedule Files
1005-03	Shuttle Schedule Files
1005-04	Service Procurement Files
1005-05	General Service Correspondence Files
1006	Transportation Subsidy Files
1006-01	Federal Employee Transportation Subsidy Records

Series #	NOAA Record Series Title	Records Description	Disposition Authority	Disposition Instruction
1003	Motor Vehicle Services Files	<p>These records pertain to the management, maintenance, and the daily use and operation of motor vehicles used by agencies. Standard Form (SF) 82, which is an annual motor vehicle report required by the Federal Acquisition Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory.</p> <p>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 Federal Acquisition Service (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 consist of chauffeur service logs and reports, vehicle repair and maintenance checkoff sheets, cost ledgers, and claims correspondence and forms.</p>		
1003-01	Vehicle Procurement Files.	<p>Documents pertaining to establishing the needs and requirements for additional vehicles, including replacements, criteria and comparisons for selecting a vehicle, and the actual procurement of a vehicle. Copies of all formal procurement papers should be filed in the Office of Finance files, 403-01.</p>	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Follow disposition for 702-03 in this handbook.

1003-02	Motor Vehicle Operating and Maintenance Files.			
		a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	GRS 10, item 1a	TEMPORARY. Destroy when 3 months old.
		b. Maintenance records, including those relating to service and repair.	GRS 10, item 1b	TEMPORARY. Destroy when 1 year old.
1003-03	Motor Vehicle Cost Files.	Motor vehicle ledger and worksheets providing cost and expense data.	GRS 10, item 3	TEMPORARY. Destroy 3 years after discontinuance of ledger or date of worksheet.
1003-04	Motor Vehicle Report Files.	Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.	GRS 10, item 4	TEMPORARY. Destroy 3 years after date of report.
1003-05	Motor Vehicle Accident Files.	These records relate to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.	GRS 10, item 5	TEMPORARY. Destroy 6 years after case is closed.
1003-06	Motor Vehicle Release Files.	These records relate to transfer, sale, donation, or exchange of vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle.	GRS 10, item 6	TEMPORARY. Destroy 4 years after vehicle leaves agency custody.

1003-07	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.	GRS 10, item 7	TEMPORARY. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.
1003-08	Reserved.			
1003-09	Motor Vehicle Correspondence Files.	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	GRS 10, item 1	TEMPORARY. Destroy when 2 years old.

Series #	NOAA Record Series Title	Records Description	Disposition Authority	Disposition Instruction
1004	Transportation Services Files.	These files relate to the provision of transportation services for the movement of NOAA goods, except for local furniture and equipment moving services (see 1005). Files pertaining to personal travel will be found in 403, Financial Operations Files.		
1004-01	Transportation Assistance Files.	Documents relating to the provision of advice, assistance, and recommendations for shipments requested by NOAA elements, and resulting instructions, contracts, and other material involved in performing the shipment (except as otherwise described in this subfunction).	GRS 9, item 4a	TEMPORARY. Destroy when 2 years old.
1004-02	GBL Files.	Government Bills of Lading and all supporting documentation.		
		a. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		b. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers

		collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.		(FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		d. Obligation copy of commercial passenger transportation vouchers.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		e. Unused ticket redemption forms, such as SF 1170.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but

				longer retention is authorized if required for business use.
1004-03	GBL Register Files.	Same as for 1004-02 above.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
1004-04	Custom Files.	Same as for 1004-02 above.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
1004-05	Shortage and Demurrage Report Files.	Same as for 1004-02 above.	DAA-GRS-2013-0003-001 (GRS 1.1, item 010)	TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

1004-06	Damage and Loss Claims Files.	Documents relating to claims over damages or losses in shipments. This item applies to only claims held in transportation office, and not legal claims pressed by NOAA.	GRS 9, item 2	TEMPORARY. Destroy when 6 years old.
1004-07	General Reports Files.	General reports on amounts or types of material transported.	GRS 9, item 4	TEMPORARY. Cut off at end of calendar year when created. Destroy 2 years later.
1004-08	Household Effects Review Files.	Reviews of service received by employees using commercial movers to transport household effects. Documents are usually used to determine which movers to recommend for future shipments.	GRS 9, item 4	TEMPORARY. Cut off at end of calendar year when created. Destroy 2 years later.
1004-09	Carrier Files.	Agreements and correspondence with road, air, and other carriers. Also carrier catalogs, rates, and other background information.		
		1. Agreements, correspondence, and other record material.	GRS 9, item 4a	TEMPORARY. Cut off at end of calendar year when created. Destroy 2 years later.
		2. Catalogs and other reference information.	Nonrecord Material	TEMPORARY. Destroy when no longer needed.

Series #	NOAA Record Series Title	Records Description	Disposition Authority	Disposition Instruction
1005	Moving and Shuttle Service Files.	These files relate to the provision of shuttle services documents for the local movement of personnel, interoffice mail, and similar material; and to the provision of moving services within an area or building for office furniture and similar items. See Subfunction 1004 for files relating to the movement of goods via Government Bills of Lading.		
1005-01	Moving Request Files.	Requests for moving services.	GRS 9, item 4a	TEMPORARY. Destroy when 2 years old.
1005-02	Moving Schedule Files.	Schedules of when moves will take place, and when crews are committed.	GRS 9, item 4a	TEMPORARY. Destroy when 2 years old.
1005-03	Shuttle Schedule Files.	Schedules developed for shuttle runs, and input for such schedules.	GRS 12, item 1	TEMPORARY. Destroy when 2 months old.
1005-04	Service Procurement Files.	Documents pertaining to the selection of companies to perform shuttle or moving services; and subsequent correspondence with those companies.		
		Record Copy:	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	TEMPORARY. Follow disposition for 702-04 of this handbook.

		All Other Copies:	DAA-GRS-2013-0003-0002 (GRS 1.1, item 011)	TEMPORARY. Follow disposition for 702-04 of this handbook.
1005-05	General Service Correspondence.	General correspondence about availability of services, and other general material about the provision of services.	GRS 9, item 4a	TEMPORARY. Cut off at end of calendar year when created. Destroy 2 years later.

Series #	NOAA Record Series Title	Records Description	Disposition Authority	Disposition Instruction
1006	Transportation Subsidy Files.	The transportation subsidy documents related to the organization, promotion, administration, and disbursement of transportation subsidies to employees.		
1006-01	Federal Employee Transportation Subsidy Records.	Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.	GRS 9, item 7	TEMPORARY. Destroy when 3 years old.