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USAID Mission Disposition Schedule
Chapter 36: Motor Vehicle Maintenance and Operation Records
A Mandatory Reference for ADS Chapter 502

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USAID MISSION DISPOSITION SCHEDULE

CHAPTER 36 MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
36010	<u>Motor Vehicle Correspondence Files</u> - Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this part of the Schedule.	Temporary. Destroy when 2 yrs. old. (GRS 10, Item 1)
36020	<u>Motor Vehicle Operating and Maintenance Files</u> a) Operating records, including those relating to gas and oil consumption, dispatching, and scheduling.	Temporary. Destroy when 3 months old. (GRS 10, Item 2.a.)
36030	b) Maintenance records, including those relating to service and repair.	Temporary. Destroy when 1 yr. old. (GRS 10, Item 2.b.)
36040	<u>Motor Vehicle Cost Files</u> - Motor vehicle ledger and work sheets providing cost and expense data.	Temporary. Destroy 3 yrs. after discontinuance of ledger or date of worksheet. (GRS 10, Item 3)
36050	<u>Motor Vehicle Accidents Files</u> - Records relating to motor vehicle accidents, maintained by transportation offices.	Temporary. Destroy 6 yrs. after case is closed. (GRS 10, Item 5)
36060	<u>Individual Motor Vehicle Files</u> - Case files on individual vehicles, including but not limited to, Form AID 5-197 Motor Vehicle Record and records relating to transfer, sale, donation, or exchange of vehicles.	Temporary. Destroy 4 yrs. after vehicle leaves Mission or agency custody. (GRS 10, Item 6)
GRS 10, Item 8	<u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u> - Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP 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 e-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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced. Temporary. Destroy or delete when dissemination, revision, or updating is completed.