

**DISTRICT OF COLUMBIA  
GENERAL RECORDS SCHEDULE 10**

**Motor Vehicle Maintenance and Operations Records**

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

This section covers agency records pertaining to the daily use and operation of motor 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 Federal Supply Service (SF 82), and equivalent D.C. government forms;
- b. the maintenance of the vehicles themselves; and
- c. protecting the interest of the District 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.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<b>Motor Vehicle Correspondence Files.</b>	
	Correspondence in the operating unit for maintenance and operation of motor vehicles not otherwise covered in this section.	Destroy when 2 years old.
2.	<b>Motor Vehicle Operation and Maintenance Files.</b>	
	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.	<b>Motor Vehicle Cost Files.</b>	
	Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
4.	<b>Motor Vehicle Report Files.</b>	
	Reports on motor vehicles (other than accident, operating and maintenance reports).	Destroy 3 years after date of report.
5.	<b>Motor Vehicle Accident Files.</b>	
	Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed.
6.	<b>Motor Vehicle Release Files.</b>	
	Records relating to transportation, sale, donation or exchange of vehicles.	Destroy 4 years after vehicle leaves agency custody.
7.	<b>Motor Vehicle Operation Files.</b>	
	Records relating to individual employee operation of government owned vehicles, including driver tests, authorizations to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government-owned vehicle, whichever is sooner.