

**Schedule 10 - Motor Vehicle and Aircraft Maintenance and
Operation Records**

[Return to Table of Contents](#)

Introduction

The records in this schedule pertain to the management, maintenance, and operation of motor vehicles and aircraft used in the Bureau of Land Management (BLM).

41 CFR 101-38 prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the Federal Supply Services (FSS), General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles and aircraft.

In general, records pertaining to motor vehicles and aircraft reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to FSS (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 service logs and reports, repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	MOTOR VEHICLE CORRESPONDENCE FILES [1525]. Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-10. Location: AFO	TEMPORARY. Destroy when 2 years old. GRS 10/1.
2	MOTOR VEHICLE OPERATING AND MAINTENANCE FILES [1525]. Authority: 40 USC 471. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-10. Location: AFO.	
	a. Motor Vehicle Operating Files. Including those re: gas and oil consumption, dispatching, and scheduling. Forms: OF-108, 200; BLM 1520-10, 27, 28, 28a, 35, 35a, 42, 43; DI-125. Exclusions: Aircraft use files (Schedule 10/8).	TEMPORARY. Destroy when 1 year old. NARA Job NC1-49-85-2, 10/2a.
	b. Motor Vehicle Maintenance Files. Including certificates of origin, assignment and acquisition documents, warranty information, odometer repairs, work orders for service and repair, and related correspondence. Forms: OF-30; GSA-2529; BLM 1520-23, 36, 43, 51, 54.	TEMPORARY. Destroy 1 year after vehicle leaves the BLM custody. Note: GRS 10/2b reads destroy when 1 year old, which we believe to be in error.
	c. Motor Vehicle Operating Manuals. Instruction manuals provided by the auto maker.	TEMPORARY. Transfer with vehicle when vehicle leaves the BLM ownership. NARA Job NC1-49-85-2, 10/2c.
3	MOTOR VEHICLE COST FILES [1525]. Motor vehicle ledger and work sheets providing cost and expense data. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY. Destroy 3 years after discontinuance of ledger or date of work sheet. GRS 10/3.

**Schedule 10 - Motor Vehicle and Aircraft Maintenance and
Operation Records**

Item	Record Series Description	Disposition Authority
4	MOTOR VEHICLE REPORT FILES [1525]. Reports on motor vehicles, other than accident, operating, and maintenance reports. Forms: SF-82; DI-122, 126. Confidentiality: Non-public record category 3. Location: All. Exclusions: Accident, operating, and maintenance reports.	TEMPORARY. Destroy 3 years after date of report. GRS 10/4.
5	MOTOR VEHICLE ACCIDENT CASE FILES [1112, 1525]. Records re. motor vehicle accidents, maintained by transportation offices. Forms: SF-91, 91a, 94, 95, 96; OF-26; DI-134, 135; CA-1. Confidentiality: Non-public record category 3; Privacy Act System, LLM-13. Vital: Rights and interest records. Location: All. Exclusions: Personal injury files (Schedule 1/31); tort claims (Schedule 6/10).	TEMPORARY. Destroys 6 years after case is closed. GRS 10/5.
6	MOTOR VEHICLE RELEASE FILES [1525]. Records re. transfer, sale, donation, or exchange of vehicles. Forms: SF-97, 97a. Vital: Rights and interests records. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY. Destroy 4 years after vehicle leaves the BLM custody. GRS 10/6.
7	MOTOR VEHICLE OPERATOR FILES [1525]. Records re. individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, road test examiner files, and related correspondence. Forms: SF-47; OF-346; BLM 1112-2, 1520-10. Confidentiality: Non-public record category 3; Privacy Act System LLM-10. Location: All. Exclusions: Operator ID files (Schedule 11/4).	TEMPORARY. Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate government-owned vehicle, whichever is sooner. GRS 10/7.
8	AIRCRAFT USE FILES [9400]. Case files, arranged by date of flight then flight number, that contain the flight request and schedule, evidence of approval(s), justification for using government aircraft, cost analysis, hazard analysis, and related aircraft use documentation. Includes summary reports of aircraft use and activity. Authority: OMB Circulars A-76 and A-126; OAS Operational Procedures Memorandum 93-7. Forms: BLM 9400-1a; OAS-2, 23. Confidentiality: Non-public record category 3; Privacy Act System LLM-8. Location: Point of origin - usually the DO. Exclusion: The BLM copies of recurring reports to OAS (Schedule 23/1a).	TEMPORARY. Cutoff EOFY. Destroy 2 years after cutoff. NARA Job N1-49-96-4, 10/8.

**Schedule 10 - Motor Vehicle and Aircraft Maintenance and
Operation Records**

9	AIRCRAFT ACCIDENT FILES [9430]. Office of Aircraft Services (OAS) accident forms and related documents. Authority: OMB Circulars A-76 and A-126. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-13. Vital: Rights and interest records. Location: NIFC. Exclusion: Reference copies in field offices which may be destroyed when no longer needed (Schedule 23/21) and Aviation Safety Committee minutes (Schedule 16/12b(1)(b)).		
	a.	Aircraft Accident Alerts, Safety Alerts, and Initial and Preliminary Reports. Forms: OAS-25, 77, 78, and related documents.	TEMPORARY. Cutoff EOFY. Destroy 1 year after cutoff. NARA Job N1-49-90-9, 10/11a.
	b.	Aircraft Hazard and Incident-Malfunction Reports. Forms: OAS-34, 34a, 34b, and related documents.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-9, 10/11b.
	c.	Aircraft Final Accident Reports. Forms: OAS-79 series.	TEMPORARY. Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff. NARA Job N1-49-90-9, 10/11c.
10-15	Reserved		
16	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.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 10/8a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 10/8b.

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