

Revised 07/2020 to incorporate a requirement made to the introduction of General Records Schedules (GRS) 1.1 and 5.4 under NARA transmittal 31, and

Revised on 08/2017 to include updates to GRS Schedule 2.4, item 130 and 131, Transportation Subsidy Records.

NOAA Records Schedules

Chapter 1000

Motor Vehicle Management and Transportation Services Files

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| Series # | Record Series Title | Records Description | Disposition Authority | Disposition Instruction |
|----------|------------------------------|---|-----------------------|-------------------------|
| 1003 | Motor Vehicle Services Files | <p>These records pertain to the management, maintenance, and operation of motor vehicles used by agencies. Motor vehicles. Items 1 through 7 pertain to motor vehicles used by agencies. 41 CFR 101-38 prescribes policies and procedures. 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. This portion of the schedule covers agency records pertaining to the daily use and operation of the vehicles.</p> <p>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 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 themselves consist of chauffeur service logs and reports, vehicle repair and maintenance checkoff sheets, cost ledgers, and claims correspondence and forms.</p> | | |

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| | | <p>For records created under:</p> <p>GRS 1.1, Financial Management and Reporting Records – Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule. NEW, and</p> <p>GRS 5.4, Facility, Equipment, Vehicle Property, and Supply Records - Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule. NEW</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> <p>Note: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority.</i> NEW</p> | DAA-GRS-2013-0003-001 (GRS 1.1, item 010) | TEMPORARY. Follow disposition for 702-03 in this handbook. |

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| 1003-02 | Motor Vehicle Operating and Maintenance Files. | Operating records including those relating to gas and oil consumption, dispatching, and scheduling and maintenance service and repair records. | DAA-GRS- 2016-0011- 0001 (GRS 5.4, item 010) | TEMPORARY. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. |
| 1003-03 | Motor Vehicle Cost Files. | Motor vehicle ledger and worksheets providing cost and expense data. | DAA-GRS- 2016-0011- 0011 (GRS 5.4, item 090) | TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant records to new owner at sale or donation is authorized. |
| 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. | DAA-GRS- 2016-0011- 0001 (GRS 5.4, item 010) <i>Supersedes NOAA Schedule Item:</i> | TEMPORARY. Destroy when 3 years old or 3 years after superseded, as |

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| | | | 1003-04(GRS 10, item 4) | appropriate, but longer retention is authorized if required for business use. |
| 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 | DAA-GRS- 2016-0011- 0017 (GRS 5.4, item 140) Supersedes NOAA Schedule Items: 1003-05 (GRS 10, item 5) | TEMPORARY. Destroy 3 years after case is closed, but longer retention is authorized if required for business use. |
| 1003-06 | Motor Vehicle Release Records. | Note: Only records for motor vehicle release files are covered here. Please refer to the proper NOAA schedule for records related to equipment, stock, and supply records. | DAA-GRS-2016-0011-0004 (GRS 5.4, item 040) Supersedes NOAA Schedule Items: 1003-06 (GRS 10, item 6) | TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use. |
| 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. Exclusion: Follow NOAA Chapter 1700 for Marine and Aviation Operations records. | DAA-GRS- 2016-0011-0014 (GRS 5.4, item 110) Supersedes NOAA Schedule Items: 1003-03 (GRS 10, item 7) | TEMPORARY. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles |

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| | | | | or equipment, 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. | DAA-GRS- 2016-0011-0001 (GRS 5.4, item 010) <i>Supersedes NOAA Schedule Items:</i> 1003-09 (GRS 10, item 1) | TEMPORARY. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. |

| Series # | 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. | Administrative records 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). | DAA-GRS-2016-0012-0002 (GRS 1.1, item 001) <i>Supersedes NOAA Schedule Items:</i> 1004-01 (GRS 9, item 4a) | TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. |
| 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. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy |

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| | | <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> | | 6 years after final payment or cancellation, but longer retention is authorized if required for business use. |
| | | <p>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 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.</p> <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> | DAA-GRS-2013-0003-001 (GRS 1.1, item 010) | TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. |

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| | | <p>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.</p> <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> | <p>DAA-GRS-2013-0003-001 (GRS 1.1, item 010)</p> | <p>TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.</p> |
| | | <p>d. Obligation copy of commercial passenger transportation vouchers.</p> <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> | <p>DAA-GRS-2013-0003-001 (GRS 1.1, item 010)</p> | <p>TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.</p> |
| | | <p>e. Unused ticket redemption forms, such as SF 1170.</p> <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives</p> | <p>DAA-GRS-2013-0003-001 (GRS 1.1, item 010)</p> | <p>TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers</p> |

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| | | <i>and Records Administration (NARA) before applying this disposition authority. NEW</i> | | (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. |
| 1004-03 | GBL Register Files. | <p>Same as for 1004-02 above.</p> <p>Note: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i></p> | DAA-GRS-2013-0003-001 (GRS 1.1, item 010) | TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. |
| 1004-04 | Custom Files. | <p>Same as for 1004-02 above.</p> <p>Note: <i>Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i></p> | DAA-GRS-2013-0003-001 (GRS 1.1, item 010) | TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention |

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| | | | | is authorized if required for business use. |
| 1004-05 | Shortage and Demurrage Report Files. | <p>Same as for 1004-02 above.</p> <p>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</p> | DAA-GRS-2013-0003-001 (GRS 1.1, item 010) | TEMPORARY. Annual blocks will be periodically sent to Federal Records Centers (FRC's). Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. |
| 1004-06 | Lost, Destroyed, or Damaged Shipment Records. | <p>Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.</p> <p>Note: This item applies to only claims held in transportation office, and not legal claims pressed by NOAA.</p> | <p>DAA-GRS-2016-0012-004 (GRS 5.5, item 040)</p> <p>Supersedes NOAA Schedule Items:</p> <p>1004-06 (GRS 9, item 2)</p> | TEMPORARY. Destroy when 6 years old, but longer retention is authorized if required for business use. |

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| 1004-07 | General Reports Files. | General reports on amounts or types of material transported. | DAA-GRS-2016-0013-0001 (GRS 1.1, item 001) <i>Supersedes NOAA Schedule Items:</i> 1004-07 (GRS 9, item 4a) | TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. |
| 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. | DAA-GRS-2016-0012-0002 (GRS 5.5, item 020) <i>Supersedes NOAA Schedule Items:</i> 1004-08 (GRS 9, item 4b) | TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. |
| 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. | DAA-GRS-2016-0012-0002 (GRS 1.1, item 001) | TEMPORARY. Destroy when 3 years old, or 3 years after |

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| | | | <p>Supersedes NOAA Schedule Item:</p> <p>1004-09 (GRS 9, item 4a)</p> | <p>applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.</p> |
| | | 2. Catalogs and other reference information. | Nonrecord Material | <p>TEMPORARY. Destroy when no longer needed.</p> |

| Series # | 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. | DAA-GRS-2016-0012-0002 (GRS 1.1, item 001) <i>Supersedes NOAA Schedule Items:</i> 1005-01 (GRS 9, item 4a) | TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. |
| 1005-02 | Moving Schedule Files. | Schedules of when moves will take place, and when crews are committed. | DAA-GRS-2016-0012-0002 (GRS 1.1, item 001) <i>Supersedes NOAA Schedule Items:</i> 1005-02 (GRS 9, item 4a) | TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is |

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| | | | | cancelled, as appropriate, but longer retention is authorized if required for business use. |
| 1005-03 | Shuttle Schedule Files. | Schedules developed for shuttle runs, and input for such schedules. | DAA-GRS-2016-0012-0002 (GRS 5.5, item 020) <i>Supersedes NOAA Schedule Items:</i> 1005-03 (GRS 12, item 1) | TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use. |
| 1005-04 | Service Procurement Files. | Documents pertaining to the selection of companies to perform shuttle or moving services; and subsequent correspondence with those | | |
| | | Record Copy: <i>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority. NEW</i> | DAA-GRS-2013-0003-0001 (GRS 1.1, item 010) | TEMPORARY. Follow disposition for 702-04 of this handbook. |
| | | All Other Copies: <i>Note: Agencies must offer any records created prior to January 1, 1933, to the National Archives</i> | DAA-GRS-2013-0003-0002 (GRS 1.1, item 011) | TEMPORARY. Follow disposition for |

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| | | <i>and Records Administration (NARA) before applying this disposition authority. NEW</i> | | 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. | DAA-GRS-2016-0012-0002 (GRS 1.1, item 001) <i>Supersedes NOAA Schedule Items:</i> 1005-05 (GRS 9, item 4a) | TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use. |

| NOAA Series # | Record Series Title | NOAA Records Description | Disposition Authority | Disposition Instruction |
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| 1006 | Transportation Subsidy Files. | The transportation subsidy documents relate to the organization, promotion, administration, and disbursement of transportation subsidies to employees. | | |
| 1006-01 | Transportation Subsidy Program Administrative Records. | <p>Records related to managing the program, including:</p> <ul style="list-style-type: none"> • determining subsidy amount available to employees • publicity and program announcements • records of program-wide benefit delivery and receipt • statistical and narrative reports <p>similar records not linked to individual employee participation</p> | <p>DAA-GRS-2016-0015-0017 (GRS 2.4, item 130)</p> <p>Supersedes NOAA Schedule Items:</p> <p>1006-01 (GRS 9, item 7) in part</p> | <p>TEMPORARY. Destroy when 3 years old, but longer retention is authorized if required for business use.</p> |
| 1006-02 | Transportation Subsidy Program Individual Case Files. | <p>Case files of individual employee participation in transportation subsidy programs, such as:</p> <ul style="list-style-type: none"> • applications and supporting documents <p>eligibility verification</p> | <p>DAA-GRS-2016-0015-0018 (GRS 2.4, item 131)</p> <p>Supersedes NOAA Schedule Items:</p> <p>1006-01 (GRS 9, item 7) in part</p> | <p>TEMPORARY. Destroy 2 years after employee participation concludes, but longer retention is authorized if required for business use.</p> |