7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CENSUS ADMINISTRATIVE RECORDS SCHEDULE 10 TRANSPORTATION AND VEHICLE MAINTENANCE AND OPERATION This schedule provides instruction for the disposition of records accumulated by the Bureau in providing transportation for people and things, and in the maintenance and operation of vehicles owned, rented, or leased.		
125	[1.] Items such as SF-1169, "United States of America Transportation Requests," or SF-1172, "Certificate in Lieu of Lost U.S. Transportation Request;" and any adjustments or cancellations, used in paying the transportation vouchers and to clear the transportation request accountability record. Destroy 3 years after issue. (GRS #9, Item 3a)		
126	[2.] Items such as SF-1103, "U.S. Government Bill of Lading" and SF-1108, "Certificate in Lieu of Lost U.S. Government Bill of Lading," used to document the shipment of materials to and from the offices of the Bureau. a. Transportation unit copy. Destroy when 3 years old. (GRS #9, Item 2) b. Finance Division copy. Destroy when 6 years, 3 months old.		
127	[3.] Freight bills, consisting of waybills or similar records, prepaid or collect, issued by commercial carriers for material shipped to the Bureau, used to check and document the receipt of material and to prepare Government bills of lading. a. Transportation unit copy. Destroy 3 years after issue. (GRS #9, Item 1) b. Finance Division copy. Destroy when 6 years, 3 months old.		

GPO : 1975 O - 579-387

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128	[4.] Items such as SF-1120, "Transportation Request Accountability Record," and Form BC-320, "Receipt of Transportation Request," used to account for the transportation requests. a. Accountability records. Destroy 1 year after all entries on the records are cleared. (GRS #9, Item 5b) b. Receipts for transportation requests. Destroy when accountability records are cleared.		
129	[5.] Bills of lading accountability records, consisting of a card for each book of transportation requests, used to account for their issue and use. Destroy 1 year after all entries on the records are cleared. (GRS #9, Item 5b)		
130	[6.] Form BC-63, "Hand Delivery Request," used as control over items which require special handling. Destroy when 2 months old. (GRS #12, Item 1)		
131	[7.] Forms such as SF-91, "Operator's Report of Motor Vehicle Accident"; SF-91A, "Investigation Report of Motor Vehicle Accident"; SF-94, "Statement of Witness"; SF-95, "Claim for Damage or Injury"; CD-111, "Accident Summary"; CD-137A, "Supervisor's Accident Investigation Report - Motor Vehicle Accident or other Federal Property Damage"; and State or D.C. Department of Vehicle reports, and related correspondence, used to protect the interest of the Government in accident claims. Destroy 6 years after the case is closed. (GRS #10, Item 5)		
132	[8.] Forms such as CD-119, "Motor Vehicle Record," for each vehicle owned and operated by the Bureau and		

GPO : 1975 O - 579-387

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	used to accumulate and to report to Commerce operating and maintenance on a monthly basis. Also used to prepare semi-annual report to Commerce and annual report to GSA. Destroy 4 years after vehicle is removed from Bureau control. (GRS #10, Item 6)		
133	[9.] Motor vehicle cost and use reports to Commerce and General Services Administration, such as CD-192, "Semi-Annual Motor Vehicle Report"; GSA-494, "Monthly Motor Vehicle Use Record"; and SF-82, "Annual Motor Vehicle Report." Destroy 3 years after date of report.	GRS 10/4	
134	[10.] Forms such as BC-824, "Motor Vehicle Daily Operating Cost Record," used to accumulate operating and maintenance costs for each vehicle, and to prepare motor vehicle reports to Commerce and GSA. Destroy when 3 years old.	GRS 10/3	
135	[11.] Motor vehicle control records, such as BC-150, "Vehicle Dispatch Record"; BC-148, "Passenger Register"; BC-149, "Car Dispatcher's Daily Report"; and checklists showing condition of vehicle and maintenance action taken. Destroy when 3 months old. (GRS #10, Item 2a)		
136	[12.] Special trip register, consisting of a monthly record of special trips made, used by Finance Staff to allocate costs for special trips. a. Transportation unit copy. Destroy when 3 months old. (GRS #10, Item 2a)		

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	b. Finance copy. Destroy when 6 years, 3 months old.		
137	[13.] Forms such as BC-260, "Request for Travel Reservation," used to record Bureau employee reservation information. Destroy 3 years after the fiscal year to which they relate. (GRS #9, Item 4a)		