

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
<b>PRP 4</b>	<b><u>VEHI</u></b>	<b><u>VEHICLE MAINTENANCE/OPERATIONS RECORDS</u></b>		
PRP 4 PRP 4-5	VEHL – 1	Motor Vehicle Correspondence  Correspondence and Reports  Includes log of vehicles loaned to employees.	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 10, Item 1
PRP 4-6	VEHL – 2	Motor Vehicle Operating and Maintenance  Correspondence, Reports, Maintenance, Gas, Dispatching and Scheduling.	<u>TEMPORARY:</u>  Cut off file at the end of the FY in which vehicle leaves REE custody.  Destroy when 1 year old.	GRS 10, Item 2(b)
	VEHL – 3	Motor Vehicle Cost  Correspondence, Reports and Ledgers	<u>TEMPORARY:</u>  Destroy 3 years after discontinuance of ledger or date of worksheet.	GRS 10, Item 3
	VEHL – 4	Motor Vehicle Reports  Correspondence, Reports and SF 82  a. Motor Vehicles  b. Inspections	<u>TEMPORARY:</u>  Destroy 3 years after date of report.	GRS 10, Item 4
PRP 4-1	VEHL – 5	Motor Vehicle Accident  Correspondence, Reports, SF 91 and SF 94	<u>TEMPORARY:</u>  Destroy 6 years after case is closed.	GRS 10, Item 5
PRP 4-8	VEHL – 6	Motor Vehicle Release  Correspondence, Reports and SF 97	<u>TEMPORARY:</u>  Destroy 4 years after vehicle leaves agency custody.	GRS 10, Item 6
PRP 4-7	VEHL – 7	Motor Vehicle Operator  Correspondence, Reports, Driver Tests, Authorization and Awards.	<u>TEMPORARY:</u>  Destroy 3 years after separation of employee or 3 years after revision of authorization to operate Government-owned vehicle, whichever is sooner.	GRS 10, Item 7
	VEHL – 8	Leasing Motor Vehicles		