

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK.

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO.

NI-374-89-31

1. FROM (Agency or establishment)

DATE RECEIVED

6/15/89

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

7/30/89

ARCHIVIST OF THE UNITED STATES

Pauline E. Korpanty

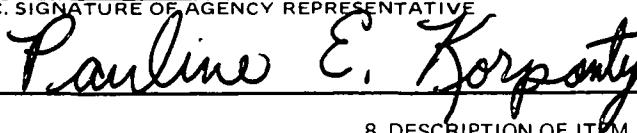
325-1162



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
8 Jun 89		DNA Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1 1201	PERSONNEL MOVEMENT AND TRAVEL FILES	GRS 9	
1201.04	TRANSPORTATION OFFICER APPOINTMENT FILES. Documents appointing individuals as Transportation Officer, Transportation Agent, or Acting Transportation Officer. <u>Proposed Disposition</u> DESTROY 1 YEAR AFTER TERMINATION OF APPOINTMENT.	(added item)	
<i>(See attached pages 1201-1 and -2.)</i>			

1201 **PERSONNEL MOVEMENT AND TRAVEL FILES.** These files relate to the control, administration, and operations involved in the movement of military and civilian personnel and are accumulated almost exclusively in the Headquarters Support Services Division, Transportation Branch, and the AFRRRI Administrative Services Division. (GRS#9)

NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

1201.01 **TRAVEL REQUEST FILES.** Documents pertaining to requests and authorizations for personnel to perform temporary duty and permanent change of station travel; copies of issued or cancelled travel documents (Government Transportation Requests (GTRs), MAC transportation authorizations, airline tickets, tickets for local travel, receipts for unused or cancelled tickets); reports pertaining to the receipt and issuance of travel documents. (GRS 9, #3a)

a. Office originating requests for orders: (maintain under File No. 102.09)

DESTROY WHEN 1 YEAR OLD.

b. Office authenticating orders:

DESTROY WHEN 3 YEARS OLD.

c. ~~Office issuing travel documents: (GRS9, #1b)~~

DESTROY WHEN 3 YEARS OLD.

1201.02 **LOCAL TRAVEL FILES.** Documents pertaining to the request, approval, and/or disapproval for travel in and around permanent duty station; approval to use privately-owned conveyance; certificate of nonavailability of Government-furnished transportation. (GRS #9, #4a)

a. Office requesting approval: (maintain under File No. 102.01)

DESTROY WHEN 1 YEAR OLD.

~~b. Office approving requests: (GRS9, #4a)~~

~~DESTROY WHEN 2 YEARS OLD.~~

1201.03 **CONFERENCE TRAVEL FILES.** Documents maintained for the purpose of planning, reviewing, and furnishing information in connection with travel of authorized personnel to attend meetings of technical, scientific, professional, and similar organizations. (GRS 9, #5, #4a)

~~DESTROY WHEN 2 YEARS OLD.~~

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1201.04 **TRANSPORTATION OFFICER APPOINTMENT FILES.** Documents appointing individuals as Transportation Officer, Transportation Agent, or Acting Transportation Officer.

Proposed Disposition
DESTROY 1 YEAR AFTER TERMINATION OF APPOINTMENT.

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