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|---|-------------------------------|---|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                               | <b>LEAVE BLANK (NARA use only)</b>  |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                               | JOB NUMBER<br>01-462-04-11  | DATE RECEIVED<br>7-23-2004     |
| 1. FROM (Agency or establishment)<br>U.S. Department of Agriculture               |                               | NOTIFICATION TO AGENCY  |                                |
| 2. MAJOR SUBDIVISION<br>Food Safety and Inspection Service                        |                               | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 3. MINOR SUBDIVISION<br>Administrative Services Division                          |                               |   |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Keith Holden                             | 5. TELEPHONE<br>(301)504-3999 | DATE  | ARCHIVIST OF THE UNITED STATES |

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                |   |                          |
|----------------|---|--------------------------|
| DATE<br>7/6/04 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Gregory Byrd</i> | TITLE<br>CHIEF IMAB, ASD |
|----------------|---|--------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION    | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
|             | Online travel System TRAV<br>(See attached sheets) | <i>Disposition 7/23/04</i>        |                                  |

**Name: On-line Travel System (TRAV)**

**Agency Program:** Office of Management (OM) /

**Applicability:** Financial Management Division (FMD) / Financial Processing Center (FPC)

**Identifying Information:**

**Description:** The on-line travel system is used to process field travel vouchers. The vouchers are submitted to the FPC upon completion of the form by the traveler. Once received the voucher is edited and input into TRAV. Vouchers are monitored through a separate log system for quality control. Travel data is downloaded monthly to the FPC for reference and reports.

**Specific Restrictions:** Field travel voucher information.

**Disposition Information:**

- a. System inputs. Field travel voucher information.

TEMPORARY. Destroy when recordkeeping copy is produced.

- b. Master file. Table of all employees in the agency, AD-202 information on who is authorized to travel, AD-616 travel vouchers for employees, and per diem rates and mileage rates for the 202 and verification on travel voucher. The travel summary for payment to the employee, plus travel authorization information for all employee authorized to travel. The system contains records created from July 1998 to September 1999 with the same time span. Geographically the system covers the entire agency except HRFO.

TEMPORARY. Cutoff when system is replaced. Transfer to the federal records center 1 year after system is cutoff. Destroy 6 years after cutoff.

- c. Data outputs. District and Headquarters travel reports

TEMPORARY. Destroy when 6 years old.

- d. System documentation. User manual, training guides, policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Online Travel System (TRAV).

TEMPORARY. Destroy/delete when superseded or obsolete, or 1 year after the discontinuance of the system, whichever is sooner.

2. Electronic mail and word processing records.

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 items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.