

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-19</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>2/13/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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 _____ page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Russ Cole</i>		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

TRAVEL (TRV)

This category deals with policy, plans, procedures, operations, and other materials related to travel of Agency personnel and the movement of their personal and household effects at Government expense.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

~~1. POLICY~~

~~Administrative records dealing with policies and guidelines covering all subjects included under this primary subject.~~

~~Disposition: TEMPORARY.~~

~~Recordkeeping Copies: Destroy when 2 years old. GRS 23, item 1.~~

~~2. REPORTS~~

~~Periodic and recurring reports and related correspondence covering all phases of travel.~~

~~Disposition: Temporary.~~

~~Recordkeeping Copies: Destroy when 2 years old. GRS 9, item 4.~~

3. GOVERNMENT TRAVEL CARD SYSTEM

Materials relating to issuance and use of Government-issued travel cards to employees.

Disposition: Temporary.

Recordkeeping Copies: Cut off annually. Destroy when 5 years old.