

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2011-0001
Schedule Status Modified Approved Version

Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group General Records of the Department of Health and Human Services
Records Schedule applies to Agency-wide
Schedule Subject Travel and Miscellaneous Expenses Files
Internal agency concurrences will be provided Yes

Background Information This records schedule will apply to all travel and miscellaneous expense records created and received in the course of official travel by all Department of Health and Human Services employees

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0468-2011-0001

Sequence Number	
1	Travel and Miscellaneous Expenses Files Disposition Authority Number DAA-0468-2011-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 401 943 443">Travel and Miscellaneous Expenses Files</p> <p data-bbox="365 453 1158 495">Disposition Authority Number DAA-0468-2011-0001-0001</p> <p data-bbox="365 506 1531 768">Original documentation that supports travel authorization and expense reimbursements made through an electronic travel service (e.g., GovTrip) Records include but are not limited to employee receipts of lodging, common carrier use, vehicle rental, expenses exceeding \$75, and other documentation of expenses, where copies have been entered into GovTrip or related eTravel system Note: electronic copies in GovTrip or related eTravel system are maintained in accordance with the appropriate General Records Schedule item(s)</p> <p data-bbox="365 779 926 821">Final Disposition Temporary</p> <p data-bbox="365 831 860 873">Item Status Active</p> <p data-bbox="365 884 827 926">Is this item media neutral? Yes</p> <p data-bbox="365 936 811 1062">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="365 1094 678 1136">Disposition Instruction</p> <p data-bbox="365 1146 1488 1230">Cutoff Instruction Cut off at the end of each fiscal year in which travel has been completed</p> <p data-bbox="365 1241 1199 1283">Retention Period Destroy 2 year(s) after <i>cut off</i></p> <p data-bbox="365 1314 678 1346">Additional Information</p> <p data-bbox="365 1356 959 1398">GAO Approval Not Required</p>