

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="366 405 943 443"><b>Travel and Miscellaneous Expenses Files</b></p> <p data-bbox="366 457 1158 491">Disposition Authority Number      DAA-0468-2011-0001-0001</p> <p data-bbox="366 510 1516 766">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="366 783 930 816">Final Disposition                      Temporary</p> <p data-bbox="366 835 860 869">Item Status                              Active</p> <p data-bbox="366 888 832 921">Is this item media neutral?          Yes</p> <p data-bbox="366 940 819 1058">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="366 1094 678 1127"><b>Disposition Instruction</b></p> <p data-bbox="366 1146 1488 1222">Cutoff Instruction                      Cut off at the end of each fiscal year in which travel has been completed</p> <p data-bbox="366 1241 1199 1274">Retention Period                      Destroy 2 year(s) after <i>cut off</i></p> <p data-bbox="366 1310 675 1344"><b>Additional Information</b></p> <p data-bbox="366 1362 963 1396">GAO Approval                          Not Required</p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
04/11/2011	Certify	Yvonne Wilson	Department Records Officer	Department - Headquarters
06/14/2011	Submit for Concurrency	Andrea Loiselle	Appraiser	National Records Management Program - Records Management Services
06/16/2011	Concur	Laurence Brewer	for	National Records Management Program - Records Management Services
06/17/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
06/22/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist