

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**Department of State**

2. MAJOR SUBDIVISION  
**Office of Foreign Missions**

3. MINOR SUBDIVISION  
**Travel Division**

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
**Pat Magin 647-6021**


LEAVE BLANK (NARA use only)

JOB NUMBER  
**N1-59-92-13**

DATE RECEIVED  
**6/10/92**

NOTIFICATION TO AGENCY

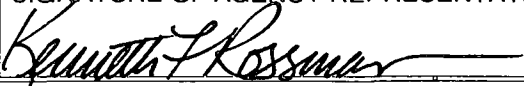
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES  
**7/14/92** 

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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/9/92		Kenneth F. Rossman, Chief Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

*Copies sent to agency, NW-W, NNT, NCF, NIA 7/17/92*

1. **Travel Services Requests/Travel Notification Forms**

Forms submitted by foreign mission personnel requesting permission to travel within the U.S., requesting certain services, or notifying of intent to travel.

Retire when 2 years old. Destroy when 5 years old.

**Superseded Job Citation - N1-59-87-9, item 11**

2. **Travel Policy Files**

Files pertaining to the establishment of policies and/or procedures for restricted countries. Information is arranged by countries and consists of diplomatic notes, cables, action memorandums, etc.

Permanent. Retain in 5 year blocks. Retire when 10 years old or sooner. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

3. **Subject Files**

Administration of the travel program including office organization, budget, training, travel, day-to-day personnel, computer applications, etc. Arranged by the TAGS/Term filing system.

Retire when 2 years old. Destroy when 5 years old.

4. **Chronological Files**

Duplicate copies of documents that are filed either in the policy or subject files.

Destroy when 1 year old.