

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-17</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>7/1/08</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Travel Management Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4 TELEPHONE NUMBER 202-208-3909	DATE <i>10-28-2008</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. White</i>
5 AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/26/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	7563 OS Travel Management System (TMS)	N/A	
[See Attached List of Records Descriptions and Requested Disposition Authority.]			

7563 OS Travel Management System. (TMS) The Travel Management System provides users with current per diem rates. It contains policy and guidance for dealing with official travel, as well as documents for arranging and managing official government travel, such as travel vouchers, car rentals, lodging, other travel forms, and related records pertaining to commercial and noncommercial agency travel and transportation.

Disposition: Temporary. Cut off when voucher/travel reimbursement has been disbursed. Destroy 6 years and 3 months after cut-off.