

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 01-471-10-2	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received 10/1/10	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Surface Mining		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Office of the Chief Information Officer			
4 NAME OF PERSON WITH WHOM TO CONFER Jape Abruscato	4 TELEPHONE NUMBER 303-236-0330 x 288	DATE 08-18-2010	ARCHIVIST OF THE UNITED STATES <i>Paul M. W...</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 05/26/2010		SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul M. W...</i>	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Travel Management System (see attached)		

## Office of Surface Mining Reclamation and Enforcement

SF-115 Attachment

NARA Job No. N1-471-10-2

**System Name:** Travel Manager System

**System Description:** 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.

**System Point of Contact:** Jape Abruscato 303-236-0330 x288

**Program Office:**

Department of Interior (DOI), Office of Surface Mining Reclamation and Enforcement (OSM),

**Related Records: 302-11 Travel and Reimbursement Files.** Memorandum copies of vouchers (SF-1113A), Memorandum copies of transportation requests (SF-1169), travel authorizations; transportation request registers; and records relating to reimbursing individuals, such as travel orders, per-diem vouchers, hotel reservations, and all supporting papers documenting official travel of officers, employees, dependents, or others authorized by law to travel.

- a. Issuing office memorandum copy and travel administration office files  
Destroy when 3 years old
- b. Obligation copies.  
Destroy when funds are obligated.
- c. Unused tickets redemption forms, such as SF-1170.  
Destroy when no longer needed for administrative use

[Is this schedule superseding any previous authorities or is this a new authority? Are the e-records the same as the paper case files or other record series? If yes, then identify and list their disposition authorities.]

**Establishment Authority:**

**Restrictions:** [Legal Restrictions such as FOIA exemptions, freezes or holds]