Schedule Number: N1-GRS-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M-12-18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records-mgmt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/2/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
   OFFICE OF RECORDS ADMINISTRATION
   RECORDS APPRAISAL AND DISPOSITION DIVISION

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   J. Nashorn
   501-6050

5. TELEPHONE EXT.
   DATE
   J/3/91

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency’s records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
   10/11/90

C. SIGNATURE OF AGENCY REPRESENTATIVE
  人民币·Kossman

D. TITLE
   Director, Records Appraisal and Disposition Division

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

5. Records Relating to Official Passports
   a. Application Files
      Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and travel authorizations.
      Destroy when 3 years old or upon separation of the bearer, whichever is sooner.
   b. Annual Reports Concerning Official Passports
      Reports to the Department of State concerning the number of official passports issued and related matters.
      Destroy when 1 year old.
   c. Passport Registers
      Registers and lists of agency personnel who have official passports.

LEAVE BLANK

JOB NO. MI-GRS-91/1

DATE RECEIVED 10/11/90

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
Destroy when no longer needed.

(Note: 1. Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. 2. Item 5b does not pertain to copies of annual reports held by the Department of State.)
APPENDIX 7

TRAVEL AND TRANSPORTATION

These records relate to the movement of goods and services under Government orders, and to the management, maintenance, and operation of motor vehicles used by NARA.

<table>
<thead>
<tr>
<th>ITEM NUMBERS</th>
<th>DESCRIPTION OF RECORDS</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>701</td>
<td>General Travel and Transportation Files</td>
<td></td>
</tr>
<tr>
<td>701-1</td>
<td>Correspondence and related records maintained by NARA pertaining to agency travel and transportation functions. Includes agencywide policy and guidance concerning travel, relocation, passports, Citicorp Diners Club Program, Government Travel Requests (GTR's), Government Travel System (GTS), travel plans, and travel reports.</td>
<td>COFF annually. Destroy when 5 years old.</td>
</tr>
<tr>
<td>701-2</td>
<td>Documents maintained by individual offices concerning travel of employees but not papers concerning arrangements, reservations, etc., that are normally filed in the suspense file. Establish case files for travelers if volume warrants.</td>
<td>COFF annually. Destroy when 2 years old. (GRS 23, item 1)</td>
</tr>
</tbody>
</table>

Passport Controls

Documents accumulated by the officially designated custodian in obtaining and controlling official passports and visas for NARA employees. Included are requests for passports, receipts, master register, and related records.

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*COFF-Cutoff*
August 16, 1988

702-1 Master register.

702-2 Other documents.

703 Passenger Transportation Files

Memorandum copies of SF 1113A, Public Voucher for Transportation Charges, memorandum copies of SF 1169, U.S. Government Transportation Request Memorandum, travel authorizations, transportation request registers, and all supporting papers.

703-1 Issuing office memorandum copy.

703-2 Obligation copy.

703-3 Unused ticket redemption forms, such as SF 1170.

704 Passenger Reimbursement Files

Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by offices, employees, dependents, or others authorized by law to travel.

704-1 Travel administrative office files.

FILES 203, CH6E 1

COFF annually. Destroy when 10 years old.

COFF annually. Destroy when related passport is returned to the Department of State.

COFF annually. Destroy when no longer needed for administrative use. (GRS 9, item 3c)

COFF annually. Destroy when 3 years old. (GRS 9, item 4a)

See item 415, Obligation Files, for disposition instructions.

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