

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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

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JOB NO NI-GRS-91-1

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

DATE RECEIVED 10/11/90

1. FROM (Agency or establishment)  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
OFFICE OF RECORDS ADMINISTRATION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
RECORDS APPRAISAL AND DISPOSITION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
J. Nashorn

5. TELEPHONE EXT. 501-6050

DATE 1/3/91

ARCHIVIST OF THE UNITED STATES  


6. CERTIFICATE OF AGENCY REPRESENTATIVE

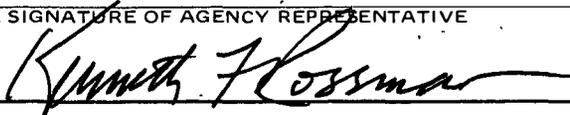
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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

10/15/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Director, Records Appraisal and Disposition Division

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Addition to General Records Schedule 9, Travel and Transportation</p> <p>5. Records Relating to Official Passports</p> <p>a. Application Files</p> <p>Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and travel authorizations.</p> <p>Destroy when 3 years old or upon separation of the bearer, whichever is sooner.</p> <p>b. Annual Reports Concerning Official Passports</p> <p>Reports to the Department of State concerning the number of official passports issued and related matters.</p> <p>Destroy when 1 year old.</p> <p>c. Passport Registers</p> <p>Registers and lists of agency personnel who have official passports.</p> <p><i>Copies sent to NCR 1-9-91</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Destroy when no longer needed.</p> <p>(Notes: 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.)</p>		

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## 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.

ITEM NUMBERS	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	TRAVEL	
701	<u>General Travel and Transportation Files</u>	
* 701-1	Correspondence and related records maintained by NAB 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.	COFF annually. Destroy when 5 years old.
701-2	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.	COFF annually. Destroy when 2 years old. (GRS 23, item 1)
* * -702	<u>Passport Controls</u>	
	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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702-1 Master register.

COFF annually. Destroy when 10 years old.

702-2 Other documents.

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

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.

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

703-2 Obligation copy.

See item 415, Obligation Files, for disposition instructions.

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

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

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 officers, employees, dependents, or others authorized by law to travel.

704-1 Travel administrative office files.

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