Schedule Number: N1-GRS-97-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR)  
WASHINGTON, DC 20408

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

2. **MAJOR SUBDIVISION**
   
   Office of Records Services - Wash., D.C.

3. **MINOR SUBDIVISION**
   
   Records Mgmt Programs

4. **NAME OF PERSON WITH WHOM TO CONFER**
   
   Stephen Cooper

5. **TELEPHONE**
   
   301 713-7110 ext. 237

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 ____ 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.

6. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED TAKEN (NARA USE ONLY)**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRS 9, item 6</td>
<td>Federal Employee Transportation Subsidy Records</td>
</tr>
<tr>
<td>6</td>
<td>Documents in either paper or machine readable form relating to the disbursement of transportation subsidies to employees. Records may include applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.</td>
</tr>
</tbody>
</table>

**DISPOSITION:** Destroy when three years old.