To: MATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 1 FROM (Agency or establishment) National Archives and Records Administration 2 MAJOR SUBDIVISION 2 MAJOR SUBDIVISION 3 MINOR SUBDIVISION 4. NAME OF PERSON WITH WHOM TO CONFER 3. TELEPHONE NUMBER Agrouped oxcept for items that may be marked "disposition request, including amendments, is approved except for items that may be marked "disposition rolling approved" or withdrawn" in column 10 4. NAME OF PERSON WITH WHOM TO CONFER 3. TELEPHONE NUMBER All Plus ARCHIVIST OF THE UNITED STATES All Laurence C. Pattlen 6. AGENCY CERTIFICATION 1 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 needed now for the business for 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, 2 is not required is attached, or has been requested. DATE HIGH AGENCY REPRESENTATIVE WART 19 2007 DATE ARCHIVIST OF THE UNITED STATES ACCOUNTING OF THE MAND PROPOSED DISPOSITION 1. 704 - Travel and Miscellaneous Expenses Research Files Original documentation that supports travel authorization and expense rembursements made through the cTravel Service (e.g., GoVTIP). Includes lodging and common carrier receipts, vehicle rental receipts, receipts for expenses exceeding \$75, and other documentation of expenses exceeding \$75\$, and other documentation of expenses of the expense exceeding \$75\$, and other documentation of expense exceeding \$75\$, and other documentation of expense exceeding \$	REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER N1+064-07-4			
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3 MINOR SUBDIVISION 4. NAME OF PERSON WITH WHOM TO CONFER 301-837-2038 4. NAME OF PERSON WITH WHOM TO CONFER 301-837-2038 5. TELEPHONE NUMBER 301-837-2038 6. AGENCY CERTIFICATION 1 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 needed now for the business for 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						NOTIFICATION TO AGENCY			
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DATE MAR 19 2007 SIGNATURE OF AGENCY REPRESENTATIVE WARA Records Officer 9 GRS OR SUPERSEDED JOB (NARA USE ONLY) 1. 704 - Travel and Miscellaneous Expenses Receipt Files Original documentation that supports travel authorization and expense reimbursements made through the eTravel Service (e.g., GovTrip). Includes lodging and common carrier receipts, vehicle rental receipts, receipts for expenses exceeding \$75, and other documentation of expenses. (The electronic copies of these documents received by the eGov travel contractor are maintained in accordance with the appropriate General Records Schedule item.) Cut off at end of fiscal year. Destroy when 2 years old. Par R.o. 6/19/07	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 needed now for the business for 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,								
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