REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
National Archives and Records Administration

MAJOR SUBDIVISION

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER
Laurence C. Patlen

TELEPHONE NUMBER
301-837-2038

DATE
7/16/07

ARCHIVIST OF THE UNITED STATES

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 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  ☐ is attached, or  ☐ has been requested.

DATE
MAR 19 2007

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
NARA Records Officer

7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
9 GRS OR SUPERSEDED JOB CITATION
10 ACTION TAKEN

GRS 9: item 3a & 3b

1. 704 - Travel and Miscellaneous Expenses *except 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.

Faxed or scanned in GovTrip, and related supporting documentation.