

Request for Records Disposition Authority

Records Schedule Number: DAA-0220-2014-0010
Schedule Status: Returned Without Action
Agency or Establishment: Recovery Accountability and Transparency Board
Record Group / Scheduling Group: Records of Temporary Committees, Commissions, and Boards
Records Schedule Applies to: Agency-wide
Schedule Subject: Travel Records
Internal agency concurrence will be provided: No
Background Information: Material related to travel records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0220-2014-0010

Sequence Number	
1	Temporary Duty Travel Disposition Authority Number: DAA-0220-2014-0010-0001
2	Change of Duty Station Disposition Authority Number: DAA-0220-2014-0010-0002
3	Overseas Travel Disposition Authority Number: DAA-0220-2014-0010-0003
4	Per Diem Disposition Authority Number: DAA-0220-2014-0010-0004
5	Government Charge Cards Disposition Authority Number: DAA-0220-2014-0010-0005

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="376 415 695 451">Temporary Duty Travel</p> <p data-bbox="376 468 1156 499">Disposition Authority Number DAA-0220-2014-0010-0001</p> <p data-bbox="376 520 1307 556">Material related to travel and transportation for temporary duty travel</p> <p data-bbox="376 573 933 609">Final Disposition Temporary</p> <p data-bbox="376 625 933 661">Final Status Withdrawn</p> <p data-bbox="376 678 836 714">Is this item media neutral? Yes</p> <p data-bbox="376 730 820 766">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="376 888 682 924">Disposition Instruction</p> <p data-bbox="376 940 1193 976">Cutoff Instruction Cutoff at the end of fiscal year.</p> <p data-bbox="376 993 1518 1774">Retention Period Delete/destroy upon termination of the commission. In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 9, Item(s) 3, 4 Noncommercial, Reimbursable Travel Files - Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. a. Travel administrative office files. Destroy when 6 years old. b. Obligation copies. Destroy when funds are obligated. General Travel and Transportation Files - a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule. Destroy when 2 years old. b. Accountability records documenting the issue or receipt of accountable documents. Destroy 1 year after all entries are cleared.</p> <p data-bbox="376 1801 678 1837">Additional Information</p> <p data-bbox="376 1854 966 1890">GAO Approval Not Required</p>

Returned Without Action

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Change of Duty Station

Disposition Authority Number DAA-0220-2014-0010-0002

Material related to permanent change of duty station

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of fiscal year.

Retention Period

Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

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Overseas Travel

Disposition Authority Number DAA-0220-2014-0010-0003

Material related to overseas travel, including the acquisition of passports

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of fiscal year.

Retention Period

Delete/destroy upon termination of the commission.
*In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 9, Item(s) 3, 4, 5 Noncommercial, Reimbursable Travel Files. Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. a. Travel administrative

office files. Destroy when 6 years old. b. Obligation copies. Destroy when funds are obligated. 4. General Travel and Transportation Files. a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule. Destroy when 2 years old. b. Accountability records documenting the issue or receipt of accountable documents. Destroy 1 year after all entries are cleared. 5. Records Relating to Official Passports. [See notes after item 5c.] a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of 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. Destroy when superseded or obsolete. [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 the annual reports held by the Department of State.

Returned Without Action

Additional Information

GAO Approval Not Required

Per Diem

Disposition Authority Number DAA-0220-2014-0010-0004

Material related to per diem regulations

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

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Cutoff Instruction	Cutoff at the end of fiscal year.
Retention Period	Destroy immediately after termination of commission.
Additional Information	
GAO Approval	Not Required
Government Charge Cards	
Disposition Authority Number	DAA-0220-2014-0010-0005
Material related to the Government travelers' charge card program	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of fiscal year.
Retention Period	Destroy immediately after termination of commission.
Additional Information	
GAO Approval	Not Required

Returned Without Action

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/27/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
10/02/2014	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

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