

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-362-94-1

DATE RECEIVED

10-8-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

5-20-94

ARCHIVIST OF THE UNITED STATES

*Cathy Huskamp Filson*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
ACTION

2 MAJOR SUBDIVISION

OFFICE OF MANAGEMENT & BUDGET

3 MINOR SUBDIVISION

ADMINISTRATIVE & MANAGEMENT SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

EVELYN D. GRIMES

606-5246

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 1 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

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

October 1, 1993

*Evelyn D. Grimes*

*Records Officer*

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

See Attached Sheet

*Copies sent to Agency, NSM, NNT*

*5/26/94*

**1. Government Travel & Transportation Credit Card Reports**

This file consist of the following reports: (1) Corporate Delinquency Report - contains the past due accounts of ACTION employee's transportation bills for card holders; (2) Corporate Account Activity Summary - contains the monthly report on ACTION's Employees charges, credits and net amount of transportation costs; (3) Diners Corporate Projected Renewal Report - A monthly summary of ACTION employee's renewal dates and (4) Corporate Account List - A summary of a current listing of ACTION employees diners' club number, address, social security number and expiration date.

Disposition: Temporary. Destroy after 6 months.

**2. Relocations**

This file contains individual folders on all ACTION employees who have incurred transportation and relocation cost.

*GRS 9  
ITEM 1A*

Disposition: Temporary. Destroy after 3 years.

**3. Government Travel & Transportation Credit Card Central Billing Account Users**

This file contains the monthly bills of ACTION employees' transportation costs for charges made to the central billing account.

*GRS 9  
ITEM 1A*

Disposition: Temporary. Hold for 6 months and destroy.

**4. Government Travel & Transportation Credit Card Applications**

This file contains all completed applications and all correspondence related to individual applications for a Government Travel & Transportation Credit Card.

*GRS 6,  
ITEM 1*

Disposition: Temporary. Hold for 6 months and destroy.

**5. Printout of Long Distance Telephone Calls-Outgoing**

These printouts of outgoing long distance calls are broken down by branch and filed in chronological order after certification as to correctness.

*GRS 3,  
ITEM 10*

Disposition: Temporary. Destroy 6 months after receipt of current month printout unless under investigation.

Superseded Citation: NC 174-189