

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-048-08-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>3/15/08</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION Secretary's Immediate Office			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>7/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</i>
5. AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE February 28, 2008		SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>	
		TITLE Office of the Secretary Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	2104 - Travel Files for High-Level Officials (See Attachment for Description and Disposition)	N/A	

2104 – Travel Files for High-Level Officials. Includes all documents relating to travel for the Secretary of the Interior and other high-level officials. Records contain travel vouchers, itineraries, briefing books, travel books, invitations, and other travel-related documents.

2104.1 Secretary's Travel Files. Travel documents concerning the Secretary of the Interior.

Disposition: Permanent. Cut off at close of the Secretary's term. Retire to Federal Records Center when no longer needed after cut-off. Transfer to NARA 8 years after cut-off.

2104.2 Other High-Level Officials' Travel Files. Travel documents concerning other high-level officials, including Assistant Secretaries, Deputy Secretaries, Deputy Assistant Secretaries, and other high-level officials within the Secretary's Immediate Office.

Disposition: Temporary. Cut off at close of calendar year. Destroy records 20 years after cut-off.