INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-08-017

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0048-2013-0001-0011

Listed as superseded on crosswalk

Date Reported: 04/09/2021

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N1-048-08-17		
	TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date Received 7/1/08		
FROM (Agency or establishment) .				NOTIFICATION TO AGENCY		
Department of the Interior						
2 MAJOR SUBDIVISION National Business Center			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			
3 MINOR SUBDIVISION Travel Management Directorate			"withdrawn"	"withdrawn" in column 10		
4 NAME OF I	PERSON WITH WHOM TO CONFER	4 TELEPHONE NUMBER	DATE	ARCHIVIST	T OF THE UNITED STATES	
Pamala R. Qu	ıallıch	202-208-3909	10.28.2008 Tand M. Wet A		m. Wet A	
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 1 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 Is not required I is attached, or has been requested						
DATE	SIGNATURE OF AGE	ENCY REPRESENTATIVE		TITLE		
6/26/08	1/08 Jamala & Gualli		Office of the Secretary Records Officer			
7 ITEM NO	8 DESCRIPTION OF ITEM AND P	ROPOSED DISPOSITION	SUPER	GRS OR SEDED JOB TATION	10 ACTION TAKEN (NARA USE ONLY)	
1	[See Attached List of Records Describisposition Authority.]		N/A			

7563 OS Travel Management System. (TMS) The Travel Management System provides users with current per diem rates. It contains policy and guidance for dealing with official travel, as well as documents for arranging and managing official government travel, such as travel vouchers, car rentals, lodging, other travel forms, and related records pertaining to commercial and noncommercial agency travel and transportation.

Disposition: <u>Temporary</u>. Cut off when voucher/travel reimbursement has been disbursed. Destroy 6 years and 3 months after cut-off.

SF 115 Supplementary Cover Sheet

Summary:

This Action establishes one <u>new</u> Office of the Secretary series entitled:

"OS Travel Management System"

Reason for submission:

- (1) This action provides for the disposition of records maintained in the OS
 Travel Management System (TMS), a previous unscheduled system used
 for dealing with arranging and managing official government travel, such as
 travel vouchers, car rentals, lodging, other travel forms, and related records
 pertaining to commercial and noncommercial agency travel and
 transportation.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule.