

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by DAA-0048-2013-0001-0011

Listed as superseded on crosswalk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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



**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: Temporary. 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 new 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.