

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-GRS-91-3

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED  
5/31/91

1. FROM (Agency or establishment)  
National Archives and Records Administration

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Office of Records Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT. 219  
~~241~~-0223

DATE 8/27/91 ARCHIVIST OF THE UNITED STATES

Paul Ledvina

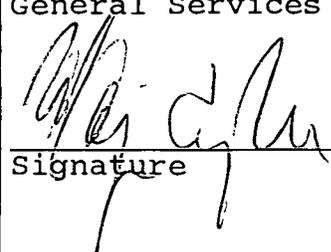
James W. Moore

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence  is attached, or  is unnecessary.

B. DATE 5/31/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Appraisal Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Revision of General Records Schedule (GRS) 9, <u>Travel and Transportation Records</u> and GRS 6, <u>Accountable Officers' Accounts</u></p> <p>See attached.</p> <p>General Accounting Office Concurrence:</p> <p>Signature _____ Date _____</p> <p>General Services Administration Concurrence:</p> <p> Signature _____ Date 6/19/91</p>		

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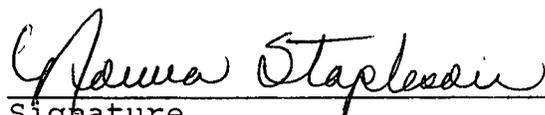
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## GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

## ITEM

NO.DESCRIPTION OF RECORDSAUTHORIZED DISPOSITION1. Accountable Officers' Files.

- a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of *commercial passenger transportation and freight records and payroll records, EXCLUDING* accounts and supporting documents pertaining to American Indians. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.

Site audit records include, but are not limited to, the Standard and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.

SF 215, Deposit Ticket  
 SF 224, Statement of Transactions  
 SF 1012, *Travel Voucher*  
 SF 1034, Public Voucher for  
 Purchases and Services  
 Other Than Personal

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	SF 1036, Statement of Certificate and Award	
	<i>SF 1038, Advance of Funds Application and Account</i>	
	SF 1047, Public Voucher for Refunds	
	SF 1069, Voucher for Allowance at Foreign Posts of Duty	
	SF 1080, Voucher for Transfer Between Appropriations and/or Funds	
	SF 1081, Voucher and Schedule of Withdrawals and Credits	
	SF 1096, Schedule of Voucher Deductions	
	SF 1097, Voucher and Schedule to Effect Correction of Errors	
	SF 1098, Schedule of Cancelled Checks	
	SF 1113, Public Voucher for Transportation Charges	
	SF 1129, Reimbursement Voucher	
	SF 1143, Advertising Order	
	SF 1145, Voucher for Payment Under Federal Tort Claims Act	
	SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
	SF 1156, Public Voucher for Fees and Mileage	
	<i>SF 1164, Claim for Reimbursement for Expenditures on Official Business</i>	
	SF 1166, Voucher and Schedule of Payments	
	SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies	
	SF 1218, Statement of Accountability (Foreign Service Account)	
	SF 1219, Statement of Accountability	
	SF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts	
	SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	
	OF 1114, Bill of Collection	
	OF 1114A, Official Receipt	
	OF 1114B, Collection Voucher	

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records *documenting* the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, transportation vouchers, *per diem vouchers*, *travel authorizations* and *all supporting documentation*, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. *Record copies of all travel, transportation, and freight documents* used to support payments become *components* of the accountable officers' accounts.[...] Disposition *for commercial transportation and freight site audit records* is covered by item 1 of this schedule. *Individual, noncommercial, reimbursable travel site audit records* are covered by *GRS 6, item 1a, item 10, or item 11*. *Some copies become* accounting posting media and are covered by *GRS 7, item 4*.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

b. Movement of persons. The movement of persons is documented [...] by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The two primary copies of travel orders are the administrative copy maintained by the transportation unit controlling the *authorization of travel* and the *copy* used for encumbrance of funds. *Vouchers documenting cash advances for travel purposes* are covered by *GRS 6, item 1a, only after the advance has been properly liquidated and can be included in a settled fiscal account*. *Unliquidated cash advances for travel purposes* are covered by *GRS 6, item 10*.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1.	<u>Commercial Freight and Passenger Transportation Files.</u>	
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a.	Original vouchers and <i>support</i> documents covering <i>commercial</i> freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents. <i>EXCLUDING those covered by item 1b of this schedule.</i>	<i>Destroy 6 years after the period of the account.</i>
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ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Records covering payment for <i>commercial</i> freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition <i>that prevents the settling of the account, requiring</i> the voucher to be retained beyond the 6 year retention period, such as detection of an undercharge.	Destroy when 10 years old.
c.	Issuing office [...] copies of Government or commercial bills of lading, <i>commercial</i> passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.	Destroy 6 years after the <i>period of the account.</i>
d.	Obligation copy of <i>commercial</i> passenger transportation vouchers.	Destroy when funds are obligated.
e.	[No change from former item 1d]	
2.	<u>Lost or Damaged Shipments Files.</u>  Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 6 years old.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Noncommercial, Reimbursable Travel Files.</u>	
	<i>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.</i>	
	a. Travel administrative office files.	Destroy when 6 years old.
	b. Obligation copies.	Destroy when funds are obligated.
4.	<u>General Travel and Transportation Files.</u>	
	a. <i>Routine administrative files including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel, transportation, and freight functions, not covered elsewhere in this schedule.</i>	Destroy when 2 years old.
	b. <i>Accountability records documenting the issue or receipt of accountable documents.</i>	Destroy 1 year after all entries are cleared.