

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-064-07-4</i>	
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/19/07</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE <i>2/16/02</i>	ARCHIVIST OF THE UNITED STATES <i>Albe W. ...</i>
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 ____ page(s) are not needed now for the business for 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 <b>MAR 19 2007</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laurence C. Patlen</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	704 - <u>Travel and Miscellaneous Expenses Receipt Files</u>  Original documentation that supports travel authorization and expense reimbursements made through the eTravel Service (e.g., GovTrip). Includes lodging and common carrier receipts, vehicle rental receipts, receipts for expenses exceeding \$75, and other documentation of expenses. (The electronic copies of these documents received by the eGov travel contractor are maintained in accordance with the appropriate General Records Schedule item.)  Cut off at end of fiscal year. Destroy when 2 years old.  <i>→ faxed or scanned - in GovTrip, and related supporting documentation.</i>	GRS 9: item 3a & 3b	<i>Per R.O. 6/19/07</i>  <i>SA 7/2/07 copies sent to Agcy, NWM, NWMU, NWCT, NR</i>