

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 12 1973	JOB NO. 1732142
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date	Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration
2. MAJOR SUBDIVISION
National Archives & Records Service
3. MINOR SUBDIVISION
Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER
Robert H. Jackson

5. TEL. EXT.
13-22113

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/9/73 (Date) *[Signature]* (Signature of Agency Representative) *Asst. Director, Office of Admin. Planning and Services* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>General Records Schedule 9 is amended as follows:</p> <p>Freight records consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, and including files relating to the shipment of household effects.</p> <p>(1) Issuing Office memorandum copies Dispose after 3 years.</p> <p>(2) All other copies. Dispose after 1 year.</p> <p>(3) Bills of lading registers. Dispose 3 years after final entry on register.</p>		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Freight records relating to the administration of Government Losses in Shipment Act consisting of schedules of valuables shipped and related papers and reports.</p> <p>Dispose after 3 years.</p>		
3.	<p>Passenger transportation records consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Issuing office memorandum copy.</p> <p>Dispose 3 years after the period covered by related account.</p> <p>b. Obligation copy if different from copy in a.</p> <p>Dispose when funds are obligated.</p> <p>c. Unused ticket redemption forms.</p> <p>Dispose when administrative needs have been satisfied.</p>		
4.	<p>Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers relating to official travel of officers, employees, dependents, or other authorized to travel by law (exclusive of records covered by Item 3).</p> <p>a. Travel administrative unit.</p> <p>Dispose after 3 years.</p> <p>b. Obligation copies.</p> <p>Dispose when funds are obligated.</p>		