

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-86-23</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-8-2006</i>	
1 FROM (Agency or establishment) Environmental Protection Agency		<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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2 MAJOR SUBDIVISION Office of Chief Financial Officer			
3 MINOR SUBDIVISION Financial Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5 TELEPHONE 202-566-1640	DATE <i>9/28/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alex 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 <u>3</u> 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, 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 <i>4/7/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i>		TITLE Acting Agency Records Officer
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

EPA 028 Travel

*Agency only*

# EPA Records Schedule 028

**Status:** Final, 10/31/2007

**Title:** Travel

**Program:** All Programs, with exceptions

**Applicability:** Agency-wide, with exceptions

**Function:** 401-122 - Travel

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-22

## **Description:**

Includes travel records used to account for employees' time and expense while on travel status, and to request reimbursement or balance due on travel funds authorized. Records consist of travel authorizations, travel advance applications, transportation requests, travel vouchers, reimbursement claims, and other expense receipts and related documents.

## **Disposition Instructions:**

### **Item a:** Electronic software program

This item is to be used only by the Office of the Chief Financial Officer, Office of Financial Management at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure the retention and usability of the electronic data throughout the authorized retention period.

### **Item b:** Electronic data

This item is to be used only by the Office of the Chief Financial Officer, Office of Financial Management at Headquarters.

- **Disposable**
- Destroy when 10 years old.

### **Item c:** Software documentation

This item is to be used only by the Office of the Chief Financial Officer, Office of Financial Management at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure the retention and usability of the electronic data throughout the authorized retention period.

**Item d:** Electronic signature and verification data

This item is to be used only by the Office of the Chief Financial Officer, Office of Financial Management at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure the retention and usability of the electronic data throughout the authorized retention period.

**Item e:** Original receipts

- **Disposable**
- Destroy when 6 years and 3 months old.

**Item f:** Documentation not processed electronically

- **Disposable**
- Destroy when 10 years old.

**Guidance:**

Original receipts need to be maintained to validate claims in accordance with the disposition instructions for item e. It is recommended that receipts be maintained by a designated custodian in each organization. If the transaction is processed electronically, a copy of the travel voucher needs to be printed and attached to the receipts, or the travel voucher number written on the receipts so they can be easily matched back to the electronic transaction. Employees leaving the Agency must ensure program office that funded the trip has their receipts. Original receipts for Superfund site-specific travel are scanned into the Superfund Cost Organization Recovery Package Imaging Online System (SCORPIOS) - EPA 052 and filed in the appropriate site file and retained in accordance with EPA 024 for cost recovery records.

International travel (except for those records maintained by the headquarters Office of International Affairs), third-party travel (when someone else pays for EPA traveler's expenses), and invitational travel (when EPA pays for someone else to travel) are also covered by this schedule. International travel reports maintained by the Headquarters Office of International Affairs are covered by EPA 392. See EPA 072 for records related to non-federally funded travel maintained by the Ethics Office.

This schedule covers travel records in TravelManager and GovTrip. A predecessor system, Office Forms Facilitator, is covered by EPA 090 - Administrative Support Data Bases. IFMS is scheduled as EPA 054.

The records are covered by EPA Privacy Act System #29.

**Reasons for Disposition:**

EPA is currently using Travel Manager software to electronically process most travel documentation and anticipates moving to the government-wide eTravel Service in 2006. EPA's Office of Inspector General recommends a 10-year retention because of the statute of limitations for civil false claims (including the validation of electronic signatures) under 31 U.S.C. Sec 3731. The retention for the original receipts conforms to the Federal Travel Regulations at 41 CFR 301-52.4(b)(3).

**Custodians:**

Office of the Chief Financial Officer, Office of Financial Management

- **Contact:** Sheila Fant
- **Telephone:** 202-564-4947

**Related Schedules:**

EPA 024, EPA 052, EPA 054, EPA 072, EPA 090, EPA 278, EPA 392

**Previous NARA Disposal Authority:**

N1-412-86-2/10

**Entry:** 08/09/1999

**EPA Approval:** 04/17/2006

**NARA Approval:** 10/12/2006



- throughout the authorized retention period, then destroy when no longer needed.

**Item e:** Original receipts

- Disposable
- Destroy when 6 years and 3 months old.

**Item f:** Documentation not processed electronically

- Disposable
- Destroy when 10 years old.

**Guidance:**

The Office of the Comptroller, Financial Management Division, is responsible for implementing the disposition for items a, b and d.

Original receipts need to be maintained to validate claims in accordance with the disposition instructions for item e. It is recommended that receipts be maintained by a designated custodian in each organization. If the transaction is processed electronically, a copy of the travel voucher needs to be printed and attached to the receipts, or the travel voucher number written on the receipts so they can be easily matched back to the electronic transaction. Employees leaving the Agency must ensure program office that funded the trip has their receipts. Original receipts for Superfund site-specific travel are scanned into the Superfund Cost Organization Recovery Package Imaging Online System (SCORPIOS) - EPA 052 and filed in the appropriate site file and retained in accordance with EPA 024 - Cost Recovery Records.

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