

ED Records Schedule

SCHEDULE LOCATOR NO.: 172

REVISION DATE: 8/22/2007

TITLE: Commercial Freight and Passenger Transportation Files

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Payment records, vouchers, and supporting documents for commercial freight and passenger transportation.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Vouchers and supporting documents [GRS 9 Item 1.a]

Original vouchers and supporting documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents.

TEMPORARY

Cut off after the period of the account. Destroy/delete 6 years after cutoff.

b. Payment records [GRS 9 Item 1.b]

Records covering payment for commercial 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) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period.

TEMPORARY

Destroy when 10 years old.

c. Issuing office copies of freight and transportation files.

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Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents [GRS 9 Item 1.c]

TEMPORARY

Cut off after the period of the account. Destroy/delete 6 years after cutoff.

- d. Obligation copy of commercial passenger transportation vouchers [GRS 9 Item 1.d]

TEMPORARY

Destroy/delete when funds are obligated.

- e. Unused ticket redemption forms, such as SF 1170 [GRS 9 Item 1.e]

TEMPORARY

Cut off at end of year in which the transaction is completed. Destroy/delete 3 years after cutoff.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration