ED Records Schedule

SCHEDULE LOCATOR NO.: 196

DRAFT DATE: 11/4/2014

TITLE: Reimbursable Travel Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:
Records relating to reimbursing individuals for travel by personal means. Records include but are not limited to 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.

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. Travel administrative office files
   Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)
   TEMPORARY
   Cut off annually. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

b. Obligation copies [GRS 9 It
   Superseded by GRS 1.1, item 011 (DAA-GRS-2013-0003-0002)
   TEMPORARY
   Cut off when funds are obliged. Destroy when business use ceases.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental