TRAVEL

This category deals with policy, plans, procedures, operations, and other materials related to travel of Agency personnel and the movement of their personal and household effects at Government expense.

IMPORTANT: For more information see disposition guidance in GRS 9, Travel and Transportation.

NOTE: See GRS 9, Item 7 for Federal employee transportation subsidy records.

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DISPOSAL AUTHORITY GRS 9

TRV TRAVEL

General material pertaining to Agency travel too broad to be filed in subjects below.

* Retention Period *

(item 3057a)
Originating office: Destroy when 2 years old. +[(Disp. Auth. GRS-9-4-a)]+

(item 3057b)
All other offices: Destroy when 2 years old. +[(Disp. Auth. GRS-9-4-a)]+

Routine administrative records including correspondence, forms, and records pertaining to commercial and noncommercial agency travel and transportation not covered elsewhere in this schedule.

(item 3058a)
Originating office: Destroy when 2 years old. +[(Disp. Auth. GRS-9-4-a)]+

(item 3058b)
All other offices: Destroy when 2 years old. +[(Disp. Auth. GRS-9-4-a)]+
DISPOSAL AUTHORITY NC1-310-77-1

TRV 1 POLICY

Policy and guidelines covering subjects included under this primary subject.

TRV 2 REPORTS AND STATISTICS

Periodic and recurring reports and related correspondence covering all phases of travel, including use of transportation requests.

TRV 2 PLANS AND ITINERARIES

Material relating to long and short range travel plans and estimates.

* Retention Period *

(item 429a)
Originating office:
Retire to Federal Records Center when 10 years old. Destroy when 20 years old.

(item 429b)
All other offices:
Destroy when superseded or obsolete.

(item 3058a)
Originating office:
Destroy when 2 years old.
+[(Disp. Auth. GRS-9-4-a)]+

(item 3058b)
All other offices:
Destroy when 2 years old.
+[(Disp. Auth. GRS-9-4-a)]+

(item 3059a)
Originating office:
Destroy when 2 years old.
+[(Disp. Auth. GRS-9-4-a)]+

(item 3059b)
All other offices:
Destroy when 2 years old.
+[(Disp. Auth. GRS-9-4-a)]+
TRV 2 (continued)

Travel itineraries.

TRV 5 AUTHORIZATION

General materials on travel authorization.

TRV 5-1 Transportation Requests

Material relating to Transportation Requests (TR's).

EXCEPT: Accountability for TR's. TR's should be placed in a locked file cabinet.
TRV 5-1 (continued)

TR book cover.

TRV 5-2 International Travel

Materials related to international travel authorizations (202's).

TRV 6 ALLOWANCES

Original vouchers and supporting documents relating to reimbursing individuals, such as 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.

* Retention Period *

(item 435a)
Originating office:
Destroy when 6 years old.
+(Disp. Auth. GRS-9-1-a)+

(item 435b)
All other offices:
N/A

(item 2043a)
Originating office:
Destroy when 6 years old.
+(Disp. Auth. GRS-9-1-a)+

(item 2043b)
All other offices:
N/A

(item 3063a)
Originating office:
Destroy 6 years and 3 months after period covered by account. [GRS 6, Item 1a]

(item 3063b)
All other offices:
N/A
DISPOSAL AUTHORITY GRS 9

TRV 7-1 Advances

Material relating to requests, approval, and grants of travel advances for official travelers.

TRV 8 EFFECTS

Material relating to the movement of household and personal effects, including automobiles and baggage.

* Retention Period *

(item 3064a)
Originating office:
Destroy when 6 years, 3 months old. [GRS 6, Item 10a]

(item 3064b)
All other offices:
N/A.

(item 3065a)
Originating office:
Destroy when 2 years old. +[(Disp. Auth. GRS-9-4-a)]+

(item 3065b)
All other offices:
N/A