

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.

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**)]+

*** Retention Period ***

TRV 1 POLICY

Policy and guidelines covering subjects included under this primary subject.

(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Destroy when superseded or obsolete.

TRV 2 REPORTS AND STATISTICS

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

(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**)]+

TRV 2 PLANS AND ITINERARIES

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

(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**)]+

*** Retention Period ***

TRV 2 (continued)

Travel itineraries.

(item 3060a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-9-4-a)]+

(item 3060b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-9-4-a)]+

TRV 5 AUTHORIZATION

General materials on travel authorization.

(item 3061a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-9-4-a)]+

(item 3061b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-9-4-a)]+

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.

(item 3062a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-9-4-a)]+

(item 3062b)

All other offices:

N/A

*** Retention Period ***

TRV 5-1 *(continued)*

TR book cover.

(item 435a)

Originating office:

Destroy when all TR's
in book have been used.

(item 435b)

All other offices:

N/A

TRV 5-2 International Travel

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

(item 2043a)

Originating office:

Destroy when 6 years old.
+[(**Disp. Auth. GRS-9-1-
a**)]+

(item 2043b)

All other offices:

N/A

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.

(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

*** Retention Period ***

TRV 7-1 Advances

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

(item 3064a)
Originating office:

Destroy when 6 years, 3 months old. [GRS 6, Item 10a]

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

TRV 8 EFFECTS

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

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

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