

10 Feb 82

REPORT

EST

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-185-82-1

DATE RECEIVED

February 11, 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-20-82
Date

[Signature]
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
Panama Canal Commission

2 MAJOR SUBDIVISION
Administrative Services Division

3 MINOR SUBDIVISION
Transportation Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Pandora G. Aleman

5 TEL EXT
52-7520

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 1/21/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Pandora G. Aleman</i>	E TITLE Chief, Records Management Branch Deputy Agency Records Officer
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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers relating to official travel of officers, employees, dependents, or others authorized to travel by law.</p> <p>Retention requested: Retain in the office for 3 years and send to Agency Records Center for 3 years; destroy 6 years after travel is completed.</p> <p>Justification: Transportation Branch receives many requests from the Office of Financial Management, Claims Branch, for information to substantiate travel and repatriation claims submitted by employees. These records are also required when commercial transportation contractors request payment for services rendered. The majority of requests received are for records that pertain to an employee 5 to 6 years after travel has been completed.</p> <p><i>to agency 4/22/82 RB</i></p>	<p>CRS #9 Item 4a. ARRS #1 Item 47a GAO/sched/ 1/4</p>	<p>1 item</p>

115-107
ADCS not necessary
Closed Out: 4-26-82: K.T.D.
Copy to NNT