

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-GRS-87-18	DATE RECEIVED 6-23-87
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Appraisal and Disposition Division			
4 NAME OF PERSON WITH WHOM TO CONFER Ronald L. Heise	5 TELEPHONE EXT 724-1493	DATE 9-2-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 6/23/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE Director, Records Appraisal and Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>GENERAL RECORDS SCHEDULE 9, TRAVEL AND TRANSPORTATION RECORDS</p> <p><u>Freight and Passenger Transportation Files.</u></p> <p>Original vouchers and supporting documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.</p> <p>Cut off at end of fiscal year.</p> <p>a. Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than one hundred dollars (\$100). EXCLUDING those covered by Item 1d of this schedule.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>b. Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household</p>		

Copies to GRS file, SCF
9-3-87
THT

4 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO	PAGE
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	<p>goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs. EXCLUDING those covered by Item 1d of this schedule.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>c. Records covering payment for all other freight and passenger transportation charges not covered by Items 1a and 1b above. EXCLUDING those covered by Item 1d of this schedule.</p> <p style="text-align: center;">Destroy when 6 years old.</p> <p>d. Records covering payment for 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) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.</p> <p style="text-align: center;">Destroy when 10 years old.</p>		