

TRAVEL AND TRANSPORTATION

Use this subject for correspondence and related papers pertaining to the travel of individuals and the movement of household goods, the shipment of equipment, supplies, and materials via air, rail, truck, water freight, water ferry service, rates and tariffs, bills of lading, and other shipping documents.

NOTE: See FINANCIAL MANAGEMENT for travel vouchers.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRV	TRAVEL AND TRANSPORTATION	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	Charge Card			
2	<u>Freight and Express Shipments</u>	Includes correspondence regarding export certificates, transit certificates, demurrage car record books, shipping documents pertaining to freight classification, memorandum copies of Government or commercial bills of lading. Subdivide by subject if volume warrants.	(Item 187a) Destroy when 3 years old.	(Item 187b) Destroy when 1 year old.
2-1	Bills of Lading		(Item 187a) Destroy when 3 years old.	(Item 187b) Destroy when 1 year old.
2-2	Carriers	Use for rates, schedules, routes, etc. (reference materials)	Destroy when no longer needed.	Destroy when no longer needed.
2-3	Claims (Loss and Damage)		(GRS 9, Item 2) Destroy when 3 years old.	(GRS 9, Item 2) Destroy when 3 years old.
3	<u>Passports and Visas</u>	Use for general correspondence.	(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.
4	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
4-1	Report on Foreign Travel by Non-Government Persons		(Item 184b(1)) Technical Services Staff, FMD: Destroy when 3 years old.	(Item 184b(2)) Destroy when 1 year old.
5	<u>Shuttle Service</u>		(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
6	<u>Transportation of Personal and Household Effects</u>		(Item 187a) Destroy when 3 years old.	(Item 187b) Destroy when 1 year old.
6-1	Domestic		(Item 187a) Destroy when 3 years old.	(Item 187b) Destroy when 1 year old.
6-2	International		(Item 187d) Destroy 6 years after the period of the account.	(Item 187d) Destroy 6 years after the period of the account.
7	<u>Transportation Requests</u>		(Item 186) Destroy when 3 years old. (Item 186) TR book cover may be destroyed when all TR's have been used.	N/A
8	<u>Travel Allowances</u>		(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.
9	<u>Travel Authorizations</u>	Use for general correspondence.	(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.
9-1	Domestic	Use for AD-202 and supporting documents.	(Item 181a(1)) Issuing Office: Destroy when 3 years old.	(Item 181a(2)) Destroy when 2 years old.
9-2	Foreign	Use for AD-202 and supporting documents.	(Item 181b(1)) Technical Services Staff, FMD: Destroy when 5 years old. (Item 181b(2)) Issuing Office: Destroy when 3 years old.	(Item 181b(3)) Destroy when 2 years old.
10	<u>Travel Plans</u>		(Item 182) Destroy when 1 year old.	(Item 182) Destroy when 1 year old.
11	Travel Regulations			
12	<u>Trip Reports</u>	Use for general correspondence.	(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.
12-1	Administrative	Use of trip reports concerning routine administrative matters not covered elsewhere in this outline.	(Item 184a(1)) Destroy when 3 years old.	(Item 184a(1)) Destroy when 3 years old.

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12-2	Program	Use for trip reports covering routine program activities not considered appropriate for filing in a specific project folder.	(Item 184a(2)) Transfer to FARC when 3 years old. Destroy when 15 years old.	N/A
13	<u>Water Ferry Service</u>		(Item 180a) Destroy when 2 years old.	(Item 180a) Destroy when 2 years old.