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USAID Washington Disposition Schedule Chapter 20: Travel and Transportation Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 20 TRAVEL AND TRANSPORTATION RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

This Chapter covers records pertaining to the movement of goods and persons under Government orders. The recordkeeping involved in the movement centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed in Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Refer to Chapter 15, Fiscal Management Records, for disposition instructions covering those types of records.

<p>20010</p> <p>20020</p> <p>20030</p> <p>20040</p>	<p>Freight Files - Records relating to freight, consisting of export certificates, demurrage card record books, shipping documents pertinent of freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.</p> <p>a. Issuing office memorandum copies other than those identified in item 20040.</p> <p>b. All other copies.</p> <p>c. Registers and control records other than those identified in item 20040.</p> <p>d. Records, including registers and control reports, on international shipments of household goods moved by freight forwarders.</p>	<p>Temporary. Destroy 6 yrs. after the period of the account. (GRS 9, Item 1.c)</p> <p>Temporary. Destroy when 2 yrs. old. (GRS 9, Item 4.a)</p> <p>Temporary. Destroy when 6 yrs. old. (GRS 9, Item 1.a)</p> <p>Temporary. Destroy 6 yrs. after the period of the account. (GRS 9, Item 1.a)</p>
<p>20050</p>	<p>Lost or Damaged Shipments Files - Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.</p>	<p>Temporary. Destroy when 6 yrs. old. (GRS 9, Item 2)</p>
<p>20060</p> <p>20070</p> <p>20080</p>	<p>Passenger Transportation Files - Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Issuing office memorandum copy.</p> <p>b. Obligation copy.</p> <p>c. Unused ticket redemption forms, such as SF 1170.</p>	<p>Temporary. Destroy 6 yrs. after the period of the account. (GRS 9, Item 1.c)</p> <p>Temporary. Destroy when funds are obligated. (GRS 9, Item 1.d)</p> <p>Temporary. Destroy 3 yrs. after the yr. in which the transaction is completed.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
20090 20100	<p><u>Passenger Reimbursement Files</u> - Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p>a. <u>Travel administrative office files.</u></p> <p>b. <u>Obligation copies.</u></p>	<p>(GRS 9, Item 1.e)</p> <p>Temporary. Destroy when 6 yrs. (GRS 9, Item 3.a)</p> <p>Temporary. Destroy when funds are obligated. (GRS 9, Item 3.b)</p>
20110 20120	<p><u>General Travel and Transportation Files</u></p> <p>a. <u>Correspondence, forms, and related records pertaining to Agency travel, and transportation functions not covered elsewhere in this schedule.</u></p> <p>b. <u>Accountability records.</u></p>	<p>Temporary. Destroy when 2 yrs. old. (GRS 9, Item 4.a)</p> <p>Temporary. Destroy 1 yr. after all entries are cleared. (GRS 9, Item 4.b)</p>
GRS 9, Item 8	<p><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u> - Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal e-mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>