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# USAID Mission Disposition Schedule Chapter 40: Travel and Transportation Records

A Mandatory Reference for ADS Chapter 502

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**USAID MISSION DISPOSITION SCHEDULE**

**CHAPTER 40 TRAVEL AND TRANSPORTATION RECORDS** – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
40010	<p><b>Freight Files</b> - Records relating to freight consisting of export certificates, transit certificates, demurrage cards, record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports and all supporting documents, including records relating to the shipment of household goods.</p> <p>a. <b>Issuing office memorandum copies</b> other than those identified in 40040 below.</p>	<p><b>Temporary.</b> Destroy 6 yrs. after the period of the account. (GRS 9, Item 1c.)</p>
40020	<p>b. <b>All other copies.</b></p>	<p><b>Temporary.</b> Destroy when 2 yrs. old. (GRS 9, Item 4a.)</p>
40030	<p>c. <b>Registers and control records</b> other than those identified in 40040.</p>	<p><b>Temporary.</b> Destroy 6 yrs. after the period of the account. (GRS 9, Item 1a.)</p>
40040	<p>d. <b>Records, including registers and controls record, on international shipments of household goods moved by freight forwarders.</b></p>	<p><b>Temporary.</b> Destroy 6 yrs. after the period of the account. (GRS 9, Item 1a.)</p>
40050	<p>e. <b>Case files (by employee name)</b> documenting the various shipments (HHE, UAB, POV, etc.) of personal effects while the individual is assigned to post. Includes final departure shipment.</p>	<p><b>Temporary.</b> Destroy 6 yrs. after period of the account. (GRS 9, Item 1a.)</p>
40060	<p><b>Lost or Damaged Shipments Files</b> - Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.</p>	<p><b>Temporary.</b> Destroy when 6 yrs. old. (GRS 9, Item 2)</p>
40070	<p><b>Passenger Transportation Files</b> - Memorandum copies of vouchers (SF-1113A), memorandum copies of transportation requests (SF 1169), or equivalent travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Travel administrative office files.</p>	<p><b>Temporary.</b> Destroy 6 yrs. after period of the account. (GRS 9, Item 1c.)</p>
40080	<p>b. Obligation copies.</p>	<p><b>Temporary.</b> Destroy when funds are obligated. (GRS 9, Item 1d.)</p>

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40090	c. Name Files - Case files which document reimbursements to and on behalf of the individual employee.	<b>Temporary.</b> Destroy 6 yrs. after period of the account. (GRS 9, Item 1a.)
40100	<p><b><u>Passenger Reimbursement Files</u></b> - Records relating to reimbursing 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. Travel administrative office files.</p>	<b>Temporary.</b> Destroy when 6 years old. (GRS 9, Item 3a.)
40110	b. Obligation copies.	<b>Temporary.</b> Destroy when funds are obligated. (GRS 9, Item 1d.)
40120	c. Name Files - Case files which document reimbursements to and on behalf of the individual employee.	<b>Temporary.</b> Destroy 6 yrs. after period of the account. (GRS 9, Item 1a.)
40130	<p><b><u>General Travel and Transportation Files</u></b></p> <p>a. Correspondence, forms and related records pertaining to agency travel and transportation functions not covered elsewhere in this Schedule.</p>	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 9, Item 4a)
40140	b. Accountability records.	<b>Temporary.</b> Destroy 1 yr. after all entries are cleared. (GRS 9, Item 4b.)
40150	<b><u>Foreign Country Customs Records</u></b> - Records relating to customs activities in foreign ports on all incoming and outgoing USAID shipments of goods. Includes all correspondence forms and reports.	<b>Temporary.</b> Destroy when 2 yrs. old. (GRS 9, Item 4.a.)
GRS 9, Item 8	<p><b><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u></b> - 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>Temporary.</b> Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p><b>Temporary.</b> Destroy or delete when dissemination,</p>

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	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	revision, or updating is completed.