

Asset Management	Retention Schedule
Building and Equipment Service: requests for routine building and equipment, maintenance services, excluding fiscal copies	<u>Locations</u> : Destroy 3 months after work is performed or requisition is cancelled
Capital Project and Repair Plan (CPRP): validated and approved facility projects at location	<u>Area Office</u> : <ul style="list-style-type: none"> • Proposed Projects: destroy when 5 years old; • Completed Projects: destroy when no longer needed for administrative purposes (e.g., renovations and repairs)
Consumption Records and Patterns	<u>Locations</u> : destroy after 2 years
Display of U. S. Flag	<u>Area Office/Locations</u> : destroy after 2 years
Easements, right-of-ways, and other land use agreements	<u>Headquarters/Area Office</u> : RETAIN – disposition pending NARS approval
Energy Audit	<u>Area Office</u> : RETAIN – disposition pending NARS approval
Energy Training Records: correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	<u>Locations</u> : destroy after 5 years or when superseded or obsolete, whichever is sooner
Environmental Assessments	<u>Area Office</u> : RETAIN – disposition pending NARS approval
Facilities: engineer inspection and maintenance reports	<u>Area Office</u> : destroy after 3 years <u>Locations</u> : destroy after 5 years
Facilities: maintenance program	<u>Locations</u> : destroy after 2 years
Lease documents – realty interests	Contact Area Office Realty Specialist
Long-range / multi-year facility plan	<u>Area Office</u> : <ul style="list-style-type: none"> • Proposed projects: destroy when 5 years old • Completed projects: destroy when no longer needed for administrative purposes (e.g., renovations and repairs)
NEPA-related documents including: categorical exclusions, findings of no significant impacts, and records of decision	<u>Area Office</u> : RETAIN –disposition pending NARS approval
O&M cost data	<u>Area Office</u> : destroy after 3 years <u>Locations</u> : destroy 6 years and 3 months after the close of the fiscal year involved
Owner documents – realty interests	<u>Headquarters/Area Office</u> : transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens
Physical Inventory of Real Property	<u>Area Office</u> : RETAIN – disposition pending NARS approval
Physical Moves – records relating to physical moves of offices	<u>Headquarters/Area Office/Locations</u> : destroy after 1 year
Quarters Rental Case Files including: revocable permits, rates, REE-17, agreements, appraisals, copies of leases, renewals, termination notices, and related documents	<u>Area Office</u> : destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later. <u>Locations</u> : destroy 1 year after termination of permit or when no longer needed for admin purposes, whichever is later.
Quarters Rentals: general correspondence including: reports pertaining to maintenance and management of quarters, expenditure, survey, collection, and other statistical and narrative data	<u>Headquarters/Area Office/Locations</u> : Destroy after 2 years
Quarters Rentals: Inspection Reports on Tenant Space	<u>Headquarters/Area Office</u> : destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later
Real Property files	<u>Originating Office (Headquarters or Area Office)</u> : RETAIN – disposition pending National Archives & Records Service (NARS) approval Transfer to new custodian upon completion of sale, trade or donation proceedings, or acceptance of purchase money mortgage. <i>Contact your Area Office Realty Specialist</i>
Records: utility consumption and costs	<u>Locations</u> : destroy 6 years, 3 months after the close of the fiscal year involved

Files Management and Retention/Disposition Guide

April
2010

Revocable Permit for basic building use	<u>Area Office</u> : destroy 2 years after termination of permit or when no longer needed for admin purposes, whichever is later
Security: major issues	<u>Area Office</u> : destroy after 6 years <u>Locations</u> : destroy after 3 years
Security: minor issues	<u>Area Office/Locations</u> : destroy after 2 years
Space and maintenance work – correspondence	<u>Locations</u> : destroy after 2 years
Space or Land Leases: property acquired <u>after</u> December 31, 1920	Contact Area Office Reality Specialist
Space or Land Leases: property acquired <u>before</u> January 1, 1921	Contact Area Office Reality Specialist
Title papers documenting acquisition of Real Property (excluding records relating to property acquired prior to 1/1/1921)	<u>Headquarters/Area Office</u> : transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens
Utility Bills (for quarters)	<u>Locations</u> : destroy after 2 years
Budget/Finance	Retention Schedule
Annual Resource Management Planning *	<u>Area Office</u> : destroy when 10 years old <u>Locations</u> : destroy when 5 years old
Appropriation Allotment Files: allotment records showing status of obligations and allotment under each authorized appropriation	<u>Locations</u> : destroy 6 years and 3 months after the close of the fiscal year involved
CATS: AD 700, Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration	<u>Locations</u> : destroy 2 years from order date
Collections	<u>Area Office/Locations (submitter)</u> : destroy after 3 years
Estimates & Justifications	<u>Area Office/Locations (original purchaser)</u> : destroy 6 years and 3 months after the close of the FY involved
Lump Sums	<u>Locations</u> : destroy 6 years and 3 months after the close of the FY involved
Period-End Estimates	<u>Locations</u> : destroy 6 years and 3 months after the close of the FY involved
Revolving Fund	<u>Official Copy</u> : University <u>Location Copy</u> : CD/RL/AO discretion
Salary Estimates / Tracking: Federal, STEP, RSA etc;	<u>Locations</u> : destroy when 5 years old
Salary Lapse: Payroll correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments	<u>Locations</u> : destroy after 2 years
Signed Ledgers	<u>Locations</u> : destroy 6 years and 3 months after the close of the FY involved
Site Audit (conducted by agencies outside ARS)	<u>Area Office</u> : destroy 8 years after case is closed <u>Locations</u> : destroy 3 years after case is closed
Site Investigation (conducted by agencies outside ARS)	<u>Area Office</u> : destroy 15 years after case is closed <u>Locations</u> : destroy 3 years after case is closed
Status of Funds	<u>Locations</u> : destroy 6 years and 3 months after the close of the FY involved
Utility Accounts	<u>Locations</u> : destroy after 1 year
Contracting/Acquisition	Retention Schedule
Construction contracts over \$2,000 and all other contracts over \$100,000	<u>Area Office/Locations (original purchaser)</u> : destroy 6 years and 3 months after final payment
Construction contracts of \$2,000 or less	<u>Area Office/Locations (original purchaser)</u> : destroy 3 years after final payment
Contracts below \$100,000 for other than construction	<u>Area Office/Locations (original purchaser)</u> : destroy 3 years after final payment
Contracts above \$100,000 for other than construction	<u>Area Office/Locations (original purchaser)</u> : destroy 6 years and 3 months after final payment

Delegation memo of procurement authority for small purchases	<u>Locations:</u> destroy 3 years after authority is withdrawn
LAPC file of cardholders, including completed training	<u>Locations:</u> destroy 3 years after cardholder authority is withdrawn
LAPC Procurement Audit Quarterly Reports	<u>Locations:</u> destroy after 3 years
Micro Purchases, including requests for quotes	<u>Locations:</u> destroy 6 years and 3 months after final payment
Micro Purchases Supporting Documentation: purchase card logs, receipts, packing slips, confirmations, purchase requests, funds availability	<u>Locations:</u> destroy 3 years after final payment
Research Support Agreements (RSA) Payments	<u>Locations:</u> destroy 6 years and 3 months after the close of the FY involved
Small & Disadvantaged Business Utilization Files	<u>Locations:</u> destroy after 3 years
Communication	Retention Schedule
Annual Meeting, Societies	<u>Members:</u> destroy after 15 years <u>Other Offices:</u> destroy after 3 years or sooner, if no longer needed for current activities
ARS News Notes	<u>Headquarters:</u> transfer to NARA after 5 years; destroy records NARA does not wish to accession <u>Locations:</u> destroy after reading unless needed for reference purposes
Briefing Materials	<u>Area Office:</u> destroy after 3 years
Communication with Focus Groups, Research Partners Meeting	<u>Locations:</u> destroy when no longer needed
Congressional Calls/Correspondence	<u>Area Office:</u> destroy <u>copy</u> after 3 years <u>Locations:</u> destroy <u>original</u> after 6 years
Directories	<u>Area Office/Locations:</u> destroy when superseded or obsolete
Freedom of Information Act (FOIA) Requests <ul style="list-style-type: none"> Replies granting access to all requested records. 	Area Office/Locations: destroy after 2 years
<ul style="list-style-type: none"> Replies to requests for nonexistent records, to requestors who provide inadequate descriptions, and who fail to pay reproduction fees. 	Area Office/Locations: destroy after 2 years
<ul style="list-style-type: none"> Replies denying access to all or part of the requested records. (Does not include appealed requests.) 	Area Office/Locations: destroy after 5 years
<ul style="list-style-type: none"> Appeals Files created as a result of administrative appeals under the FOIA for release of information denied by SEA. Files include the appellant's letter, the reply, and related supporting documents. 	All Offices: Destroy 4 years after final determination by SEA or 3 years after final adjudication by courts, whichever is later.
Information Resources Management Meeting	<u>Headquarters:</u> transfer to NARA after 3 years; destroy records NARA does not wish to accession <u>Area Office/Locations:</u> destroy after 1 year or when no longer needed for reference, whichever is sooner
Mail and Delivery Service Files (FedEx, UPS, DHL): records of receipts & routing of incoming and outgoing mail and items handled by private delivery companies	<u>Locations:</u> destroy after 1 year
Media Contacts	<u>Area Office/Locations:</u> destroy after 3 years
Memo Authorizing Non-Agency Meeting Attendance	<u>Approving Authority:</u> destroy after 3 years <u>Locations:</u> destroy after 2 years
Metered Mail Files: reports and all related papers	<u>Locations:</u> destroy after 6 years
Organizational Files	<u>Area Office:</u> destroy after 3 years

Post Office and Private Mail Company Records	<u>Locations</u> : destroy after 1 year
Press Release	<u>Headquarters</u> : destroy after 5 years <u>Locations</u> : destroy after 3 years
Information Technology	Retention Schedule
Electronic Records	See any GRS – last item
Radio Frequency Records	<u>Locations</u> : <ul style="list-style-type: none"> Correspondence: Destroy 1 year after disposal of system/material Equipment Inspection Records: Destroy after 3 years
Telecommunications Files: plans, reports & other records relating to equipment requests, phone service, and like matters.	<u>Locations</u> : destroy after 3 years
Telephone Service Records – statements and toll slips	<u>Locations</u> : destroy 3 years after period covered by related account
Telephone Use Records: reports of use of phone lines during a specified period provided by a phone company, the GSA, the Defense Info Sys Agency, or a private sector	<u>Locations</u> : destroy after 3 years
Personnel	Retention Schedule
Administrative Grievance, Disciplinary and Adverse Action Files	<u>Headquarters</u> : destroy no sooner than 4 years but no later than 7 years after case is closed
Advertising – Vacancy Announcements	<u>Locations</u> : destroy after 3 years
Affirmative Action Plan	Agency copy of consolidated AAP(s): destroy 5 years from date of plan
	Agency feeder plan to consolidated AAP(s): destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner
	Report of on-site reviews of Affirmative Action Programs: destroy 5 years from date of report
	Agency copy of annual report of Affirmative Action accomplishments: destroy 5 years from date of report
Affirmative Action Plan – Annual EEO Management Directive 715	<u>Area Office</u> : Contact Area Office EEO Specialist
Alternative Dispute Resolution (ADR)	General Correspondence relating to overall program: <u>Area Office</u> : destroy after 3 years
	Case Files: <u>Area Office</u> : destroy 3 years after settlement implemented or case dismissed
Applications for L/A, STEP, & Post Doc	Selected Applications: <u>Headquarters</u> : Official File. File in accordance with Federal Personnel Manual <u>Area Office</u> : Contact Area Office HR Specialist <u>Locations</u> : Unofficial file. Destroy Supervisor's copy 90 days after separation
	Non-Selected Applications: <u>Locations</u> : Return to individual or destroy 90 days after selected employee's EOD

Files Management and Retention/Disposition Guide

April
2010

Applications for Permanent employment	<u>Headquarters (Servicing Personnel Office)</u> : Official File. File in accordance with Federal Personnel Manual <u>Area Office</u> : Contact Area Office HR Specialist <u>Locations</u> : Unofficial file. Destroy Supervisor's copy 90 days after separation
Case Write-up for Panel Review	<u>Area Office</u> : destroy prior case write-up upon receipt of new case write-up. Destroy case file 3 months after employee leaves agency. If employee transfers within the agency, transfer case file to gaining Area Office.
Certificate of Eligible's: copies obtained from OPM w/ related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible	<u>Area Office</u> : destroy after 2 years
Curriculum Vitae (CV)	<u>Locations</u> : destroy after 3 years or when superseded
Death of Employee	<u>Area Office</u> : destroy after 3 years of death <i>16 July 2010</i>
Donated Leave Program Case Files	<u>Locations</u> : destroy 1 year after the end of the year in which the file is closed
EEO Complaint	<u>Area Office/Locations</u> : destroy 4 years after resolution of case
EEO / Diversity Committees	<u>Locations</u> : destroy after 3 years, or superseded or obsolete, whichever is applicable
Employee Activities (correspondence & related material); Combined Federal Campaign, credit unions, social clubs, welfare organizations, savings bond drives, blood donations, etc.	<u>Locations</u> : destroy after 3 years
Employee Award Files	<u>Approving Official</u> : destroy 2 years after approval or disapproval
Employee Identification Cards	<u>Issuing Office</u> : all employees return to issuing office upon request or when employee leaves ARS. Destroy when superseded or obsolete
Employee Training: correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions	<u>Locations</u> : destroy after 5 years or when superseded, whichever is sooner
Incentive Awards Program	<u>Approving Official</u> : destroy after 3 years
Individual Development Plan (IDP); Form ARS 48	<u>Area Office</u> : destroy after 2 years <u>Locations</u> : destroy <u>original</u> after 5 years or when superseded or obsolete, whichever is sooner
Leave Audits (pre Web TA)	<u>Area Office</u> : destroy after GAO audit or when 6 years old, whichever is sooner
Leave Error Reports	<u>Area Office</u> : destroy when related actions are completed or when no longer needed, not to exceed 2 years.
Leave Records using SF 71 or equivalent	<u>Locations</u> : if employee initials time card or equivalent, destroy at the end of following pay period
	<u>Locations</u> : if employee has not initialed time card or equivalent, destroy after GAO audit or when 3 years old whichever is sooner
Offers of Employment	<u>Headquarters</u> : <u>Accepted Offers</u> : destroy when appointment is effective; <u>Declined offers</u> : 1) when name is received from certificate of eligible's: return to OPM with reply and application; 2) <u>Temporary or excepted appointment</u> : file with application; 3) others, destroy immediately
Maxi-flex Schedules	<u>Locations</u> : destroy after GAO audit or when 6 years old, whichever is sooner
Occupational Injury and Illness Files: OMSP	<u>Locations</u> : destroy after 5 years
Performance Ratings	<u>Headquarters</u> : destroy 4 years after date of appraisal
Personal Injury Files – On-the-job, etc.	<u>Locations</u> : destroy 3 years after cutoff upon termination of compensation <u>or</u> when deadline for filing a claim has passed

Files Management and Retention/Disposition Guide

April
2010

Position Classification Files	<u>Headquarters</u> : destroy when superseded or obsolete Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency
Position Descriptions	<u>Headquarters (Servicing Personnel Office)</u> : destroy 2 years after position is abolished or description is superseded
Reasonable Accommodation Request Records	<u>Locations</u> : destroy after 3 years
Recruitment and Outreach Efforts	<u>Locations</u> : destroy after 3 years
Retirement Assistance Files	<u>Locations</u> : destroy after 1 year
Separation and Displacement of Employee	<u>Area Office</u> : destroy after 5 years <u>Locations</u> : destroy after 3 years
SF-182	Confirm completed training is in AgLearn and dispose of SF-182
SF-52 Requests	<u>Headquarters</u> : destroy after 2 years <u>Area Office/Locations</u> : destroy after 1 year
Supervisor's Employee Files	<u>Locations</u> : review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer
T&A Records: timesheets (Post Web TA) ✱	<u>Locations</u> : destroy after GAO audit or after 6 years
Tracking & Control Records (Ex SF-52 Log): Logs, registers, & other records used to control or document the status of correspondence, reports & other records that are authorized for destruction by the GRS. ✱	<u>Locations</u> : destroy after 2 years, or 2 years after the latest entry.
Visitor Logs: outside contractors, service personnel, visitors, employees admitted to areas	<u>Locations</u> : destroy 2 years after final entry or 2 years after date of document
Volunteer timesheets	<u>Locations</u> : destroy after GAO audit or when 6 years old, whichever is sooner
Research Project Documentation	Retention Schedule
Animal Care Reports	<u>All Offices</u> : destroy after 3 years
Annual 421 Reports (part of D Project Files)	<u>Area Office</u> : destroy 7 years after the D project cutoff date
Cooperative Agreements: <u>after</u> 1/24/1978 (i.e. – SCA, Trust, Reimbursable, Grant)	<u>Area Office (official file)</u> : transfer to NARA after final settlement <u>Locations</u> : destroy 2 years after final settlement/agreement closeout
Cooperative Agreements: created or terminated <u>before</u> 1/24/1978	Contact Area Office Agreements Section
Cooperative Agreements: final reports and publications <u>before</u> 1/24/1978	Contact Area Office Agreements Section
Memorandums of Understanding: <u>after</u> 1/24/1978	<u>Area Office (official file)</u> : transfer to NARA after final settlement <u>Locations</u> : destroy 2 years after final settlement/agreement closeout
Memorandums of Understanding: created or terminated <u>before</u> 1/24/1978	Contact Area Office Agreements Section
Memorandums of Understanding: final reports and publications <u>before</u> 1/24/1978	Contact Area Office Agreements Section
On-site Program Reviews: includes all correspondence and briefing binders.	<u>Area Office (official file)</u> : PERMANENT. Transfer to FARC when 5 years old. Offer to NARA when 15 years old in 10-year blocks. Destroy records NARA does not wish to accession. <u>Locations</u> : Destroy when 3 years old, unless needed for current activities. – NPA RECOMMENDATION: keep as a resource until your next program review –
Program Adjustment Decision Item (PADI)	<u>Headquarters (official file)</u> : PERMANENT. Offer to NARA when no longer needed for current activities. <u>Area Office</u> : destroy after 3 years or when superseded or obsolete, whichever is later.
Publications – ARS-115	<u>Locations</u> : destroy 15 years from ARIS creation date

Research Project File Folder (Parent CRIS "D" Project Files)	<u>Locations:</u> destroy 7 years after the cutoff date <i>See ARIS Online Manual for further guidance: http://www.npstaff.ars.usda.gov/ARIS/Manual/chapt15f.pdf</i>
Unsuccessful Grant Application: applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications	<u>Locations:</u> destroy 3 years after rejection or withdrawal.
Personal Property	
Retention Schedule	
Accidents: Motor Vehicle	<u>Area Office:</u> destroy 6 years after case is closed
Accountable Property Officer Physical Inventories	<u>Locations:</u> destroy 2 years from date of list <i>-Area Property Office suggests keeping inventory 4 years from date signed</i>
Acquisition Documents	<u>Locations:</u> life of the Item
Building Keys & Access Cards	<u>Locations:</u> destroy 6 months after key returned
Excess Disposal AD-112	<u>Locations:</u> destroy 3 years after disposal
GOV Operators (Authorized to Operate)	<u>Locations:</u> destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner
GSAXcess Paperwork	<u>Locations:</u> destroy 3 years after disposal/transfer
ID credentials & related papers: ID cards, badges, parking permits, photographs, visitors passes	<u>Locations:</u> destroy credentials 3 months after returned to issuing office
Loan AD-107	<u>Locations:</u> <ul style="list-style-type: none"> Accountable Item on Loan: File AD-107 with APO accountable documents Non-Accountable Item on Loan: destroy AD-107 once item is returned
Lost or Stolen Personal Property	<u>Locations:</u> <ul style="list-style-type: none"> Ledger files: destroy 3 years after final entry Reports, loss statements, receipts, and other documents relating to lost and found articles: destroy after 1 year
Monthly Vehicle Logs & Receipts	<u>Locations:</u> <ul style="list-style-type: none"> Operating records including those relating to gas and oil consumption, dispatching, and scheduling: destroy after 3 months. Maintenance records, including those relating to service and repair: destroy after 1 year. <i>-Acquisition & Property Division suggests keeping major maintenance and repair records for the life of the vehicle.</i>
Non-Fed in GOV Memos	<u>Locations:</u> destroy 3 years after rescission of authorization
Property Pass Files	<u>Locations:</u> destroy 3 months after expiration or revocation
Quarterly Vehicle Reports	<u>Locations:</u> destroy report after 1 year if fuel is the only thing recorded; if location <u>keeps</u> vehicle receipts (other than fuel), destroy 1 year after FY closes. -If location does not keep vehicle receipts (other than fuel), keep the report for the life of the vehicle per <i>Acquisition & Property Division 8/31/09</i>
Sale of Excess Property (including crops & animals): any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions	<u>Locations:</u> (1) transactions of more than \$25,000: destroy 6 years after payment (2) transactions of less than \$25,000: destroy 3 years after payment
Store GOV at Residence (AD-728 or equivalent form)	<u>Locations:</u> destroy when canceled
Safety	
Retention Schedule	
Chemical Inventory	<u>Locations:</u> indefinitely
Employee Exposure Records including Material Safety Data Sheets (MSDS)	<u>Locations:</u> destroy after 30 years

Hazard Communication/ Chemical Hygiene Plan	<u>Locations:</u> destroy 3 years after issuance of a new plan or directive
Lab Inspection Reports (Monthly) Safety and Health Inspections – include safety inspection checklists, reports, related correspondence, inspection program plans, and notices of hazardous or unsafe conditions, including reports by employees concerning unsafe conditions.	<u>Locations:</u> destroy 5 years following end of calendar year
OSHA Logs & Reports	<u>Locations:</u> destroy after 5 years
Permits – import & export clearances & permission to move pathogenic materials, plants, etc.	<u>All Offices:</u> destroy after 2 years or 2 years after expiration for revalidated continuing permits, whichever is applicable
Personal Injury Files: forms, reports, correspondence, & related medical & investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, <u>EXCLUDING</u> copies filed in the Employee Medical Folder & copies submitted to the Dept of Labor	<u>Locations:</u> destroy 3 years after cutoff upon termination of compensation or when deadline for filing a claim has passed.
Radiological Safety Files (with temporary value)	<u>Locations:</u> destroy after 2 years
Safety Committee Meeting Minutes	<u>Locations:</u> destroy after 5 years
Unsafe Conditions Reports	<u>Locations:</u> destroy 5 years following end of calendar year
Technology Transfer	
Retention Schedule	
Licenses	<u>Headquarters:</u> Destroy 1 year after cancellation of license or expiration of patent. <u>Locations:</u> destroy upon cancellation of license or expiration of patent
Material Transfer Agreements (MTA)	<u>Headquarters:</u> Official File <u>Locations:</u> Retain copy until agreement expires
Patents (Granted) / Dockets / Release Notices	<u>Headquarters:</u> <ul style="list-style-type: none"> destroy applications, correspondence, and related material 17 years after issuance of Patent destroy Seal copy when no longer needed for administrative use
Travel	
Retention Schedule	
Foreign Trip Reports	<u>Locations:</u> destroy after 3 years
Official Passports: documents relating to the issuance of official passports, including request for passports, transmittal letters, and receipts	<u>Area Office:</u> destroy when 3 years old or upon separation of bearer, whichever is sooner
Passport Registers/Logs	<u>Locations:</u> destroy when superseded or obsolete
Post - Gov Trip – <i>Commercial freight & passenger transportation files:</i> Authorizations, vouchers and support documents (excluding items see GRS 9 Item 1b)	Gov Trip is the official record. <u>Locations:</u> destroy original documents after 6 years
Post-Gov Trip – <i>Noncommercial, Reimbursable Travel Files:</i> reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel.	Gov Trip is the official record. <u>Locations:</u> destroy original documents after 6 years
Pre-Gov Trip – <i>Commercial freight & passenger transportation files:</i> Authorizations, vouchers and support documents (excluding items see GRS 9 Item 1b)	<u>Locations:</u> destroy after 6 years
Pre-Gov Trip – <i>Noncommercial, Reimbursable Travel Files:</i> reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel.	<u>Locations:</u> destroy after 6 years

Files Management and Retention/Disposition Guide

April
2010

Relocation Expenses	<u>Area Office</u> : destroy after 6 years
Travel Advances	<u>Locations</u> : destroy after 6 years
Travel Charge Card Application and Acknowledgement Form	<u>Area Office (original records)</u> : destroy after credit card vendor contract expires