

1220 - RECORDS AND INFORMATION MANAGEMENT
GRS/BLM Combined Records Schedules**Schedule 9 - Travel and Transportation Records**

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Introduction

This schedule covers records documenting the movement of goods and persons under government orders. The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation, including those prescribed by Title 5 of the General Accounting Office (GAO) Policy and Procedures Manual. Record copies of all travel, transportation, and freight documents used to support payments become components of accountable officers' accounts (Schedule 6). Disposition for commercial transportation and freight site audit records is covered by item 1 of this schedule. Individual, noncommercial, reimbursable travel site audit records are covered by Schedule 6, Items 1a, 10, or 11. Some copies become accounting posting media which are covered by Schedule 7, Item 4.

a. Movement of Goods. The key record is the government bill of lading (GBL), of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for government employees. Offices shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

b. Movement of Persons. The movement of persons is documented by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The two primary copies of travel orders are the administrative copy maintained by the transportation unit controlling the authorization of travel and the copy used for encumbrance of funds. Vouchers documenting cash advances for travel purposes are covered by Schedule 6, Item 1a, only after the advance has been properly liquidated and can be included in a settled fiscal account. Unliquidated cash advances for travel purposes are covered by Schedule 6, Item 10.

A new item has been added to this schedule to authorize the destruction of electronic mail and word

processing records maintained by the Bureau of Land Management (BLM) in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	<p>COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES [1382, 1545]. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF-144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), non-federally funded travel (Schedule 9/6), federal employee transportation subsidy records (Schedule 9/7).</p>	
	<p>a. Commercial Freight and Passenger Transportation Original Vouchers and Supporting Documents. Covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents. Exclusions: those items covered by item b. Location: Centers.</p>	<p>TEMPORARY. Destroy 6 years after the period of the account. GRS 9/1a.</p>
	<p>b. Commercial Freight and Passenger Transportation Records. Covering payments for which: 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment in 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 arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. Location: Centers.</p>	<p>TEMPORARY. Destroy when 10 years old. GRS 9/1b.</p>

c.	Commercial Freight and Passenger Transportation Files - Issuing Office Copies. Copies of Government or commercial bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents. Location: All.	TEMPORARY. Destroy 6 years after period of the account. GRS 9/1c.
d.	Commercial Passenger Transportation Vouchers - Obligation Copies. Location: All.	TEMPORARY. Destroy when funds are obligated. GRS 9/1d.
e.	Unused Ticket Redemption Forms. Location: All.	TEMPORARY. Destroy 3 years after the year in which the transaction is completed. GRS 9/1e.
2	LOST OR DAMAGED SHIPMENTS FILES [1545]. Schedules of valuables shipped, correspondence, reports, and other records re. administration of the Government Losses in Shipment Act. Forms: SF-361, 362, 364. Location: All.	TEMPORARY. Destroy when 6 years old. GRS 9/2.
3	NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES [1382]. Copies of records re. reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. Forms: SF-1012, 1038, 1156, 1156a, 1157, 1164; OF-68; DI-1020; memorandum copies of BLM 1380-1, 6, 7, 8, 9. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Exclusions: Individual employee travel case files (Schedule 9/4b), finance copies (Schedule 6/1a), non-federally funded travel (Schedule 9/6), and federal employee transportation subsidy records (Schedule 9/7).	
a.	Travel Administrative Office Files. Location: All.	TEMPORARY. Destroy when 6 years old. GRS 9/3a.
b.	Obligation Copies. Location: All.	TEMPORARY. Destroy when funds are obligated. GRS 9/3b.
4	TRAVEL AND TRANSPORTATION GENERAL FILES [1382, 1545]. Forms: OF- 1120. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Location: All. Exclusions: Finance copies (Schedule 6/1a).	

a.	Routine Administrative Records including correspondence, forms, and related records re. commercial and noncommercial agency travel and transportation, and freight functions, not covered elsewhere in this schedule.	TEMPORARY. Destroy when 2 years old. GRS 9/4a.
b.	Travel and Transportation Accountability Files. Includes individual employee travel case files, containing copies of per diem vouchers and related receipts, maintained by field offices for accountability purposes. Forms: SF-1012, 1038, 1156, 1157, 1164; OF-199, 1120; DI-1020; 1380-6, 7, 8, 9. Exclusions: Copies attached to charge card statements (Schedule 3/3).	TEMPORARY. Destroy 1 year after all entries have cleared. GRS 9/4b.
5	OFFICIAL PASSPORT FILES [1774]. Records re. official passports. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Location: WO. Note: Official passports should be returned to the Department of State upon expiration or upon separation of the employee.	
a.	Official Passport Application Files. Documents re. the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	TEMPORARY. Destroy when 3 years old or upon separation of the bearer, whichever is sooner. GRS 9/5a.
b.	Official Passport Annual Reports. Reports to the Department of State re. the number of official passports issued and related matters.	TEMPORARY. Destroy when 1 year old. GRS 9/5b.
c.	Official Passport Registers. Registers and lists of agency personnel who have official passports.	TEMPORARY. Destroy when superseded or obsolete. GRS 9/5c.
6-10	Reserved	
11	NON-FEDERALLY FUNDED TRAVEL [1382]. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF-144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), federal employee transportation subsidy records (Schedule 9/7).	

a.	Semiannual Expense Reports for Non-Federally Funded Travel - Agency copies. Submitted by all Executive Branch agencies to the Office of Government Ethics. Report summarize payments made to BLM from non-federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.	TEMPORARY. Destroy when 4 years old. GRS 9/6a.
b.	Semiannual Expense Reports for Non-Federally Funded Travel - Statements, forms, and other records used to compile.	TEMPORARY. Destroy 1 year after submission of report to the Office of Government Ethics. GRS 9/6b.
12	FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS. Documents in either paper or electronic form re. the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies (e.g., Transportation Fringe Benefit Program). Authority: P.L. 103-172, 105-178. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records.	TEMPORARY. Destroy when 3 years old. GRS 9/7.
13	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic 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.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 9/8a.

b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 9/8b.

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