

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 9**

Travel and Transportation Records

This schedule covers records pertaining to the movement of goods and persons under government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office *Policy and Procedures Manual* is covered under this schedule. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by DCGRS 6, Item 1; or DCGRS 7, Item 4; or by Items 1 and 3 of this schedule.

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

Movement of Persons: The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and the standard vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and the copies used for encumbrance of funds.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Freight Files.	
	Records relating to freight consisting of export certificates, transit certificates, demurrage car 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; and including records relating to the shipment of household goods.	
	a. Issuing office memorandum copies.	Destroy when 3 years old.
	b. All other copies.	Destroy when 1 year old.
2.	Lost or Damaged Shipment Files.	
	Schedules of values shipped, correspondence, memorandums, reports, and other records relating to the administration of the "Government Losses in Shipment Act."	Destroy when 3 years old.
3.	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.	
	a. Issuing office memorandum copy.	Destroy when 3 years old.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed.
4.	Passenger Reimbursement Files.	
	Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees or others authorized by law to travel.	
	a. Travel administrative office files.	Destroy when 3 years old.
	b. Obligation copies.	Destroy when funds are obligated.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
5.	General Travel and Transportation Files.	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this section.	Destroy when 2 years old.
	b. Accountability records.	Destroy 1 year after all entries are cleared.