

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
TRV	<u>TRVL</u>	<u>TRAVEL, TRANSPORTATION AND MARKETING RECORDS</u>		
TRV	TRVL – 1 ✦	Commercial Freight and Passenger Transportation Correspondence, Reports, Vouchers, Registers, Bills of Lading and Forms a. Bills of Lading	<u>TEMPORARY:</u> Destroy 6 years after final payment or cancellation.	GRS 1.1, Item 010
TRV	TRVL – 2 ✦	Commercial Freight and Passenger Transportation Settled Correspondence, Reports, Vouchers, Registers, Bills of Lading and Forms	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 1.1, Item 010
TRV	TRVL – 3	Obligation Copy Commercial Passenger Transportation Correspondence, Reports and Vouchers	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 9, Item 4(a), 4(b)
TRV	TRVL – 4	Unused Ticket Redemption Correspondence, Reports SF 1170	<u>TEMPORARY:</u> Destroy 2 years after the year in which the transaction is completed.	GRS 9, Item 4(a), 4(b)
TRV	TRVL – 5 ✦	Lost or Damaged Shipments Correspondence, Reports, and Shipment Schedules.	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 1.1, Item 010
TRV	TRVL – 6 ✦	Noncommercial Reimbursable Travel Correspondence, Reports, Travel Orders and Vouchers.	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 1.1, Item 010
TRV	TRVL – 7 ✦	Noncommercial Reimbursable Travel Obligation Copy Correspondence, Reports, and Obligation Copy	<u>TEMPORARY:</u> Destroy when business uses ceases.	GRS 1.1, Item 011
TRV	TRVL – 8	Official Passport Application Correspondence, Reports, and Case Files	<u>TEMPORARY:</u> Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9, Item 5(a)
TRV	TRVL – 9	Official Passport Annual Report Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 9, Item 5(b)
TRV	TRVL – 10	Official Passport Registers Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 9, Item 4(a), 4(b)

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TRV	TRVL – 11	Federal Employee Transportation Subsidy Correspondence, Reports, Applications, Logs, Vouchers	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 9, Item 7