



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
1315 East-West Highway  
Silver Spring, Maryland 20910  
THE DIRECTOR

OCT 20 2011

MEMORANDUM FOR: All Employees

FROM: Patricia A. Montanio   
Acting Deputy Assistant Administrator for Operations  
NOAA Fisheries

SUBJECT: Travel Record Retention Policy

The NOAA Office of the Chief Financial Officer, in conjunction with the Office of the Chief Administrative Office, is implementing a new policy for the retention of travel records. Effective October 31, 2011 travel vouchers will no longer require hard copy submission to your servicing Finance Branch. Certain exceptions apply, as outlined in the NOAA Travel Record Retention Policy memo from NOAA Finance, attached.

Effective October 24, 2011 all original complete travel packages must be retained by the travel preparer. A complete travel package is defined as an approved Travel Voucher, all associated receipts and any other necessary documents to support the claim. Electronic copies must be retained by the traveler. The ultimate responsibility for retaining the documents will be held at the Pay Band V level Division Chief for the Office of Management and Information (OMI) at each Financial Management Center (FMC) within Fisheries. The OMI Chief will maintain a record of all Travel Preparers for the Office and/or FMC so that control and retention of these records can be managed consistent with Federal record retention requirements and with the NOAA Travel Regulation (NTR), Chapter 301-52.32. These travel vouchers and related supporting documents will be maintained by name of the traveler and held for 6 years and 3 months after the period covering the account. These files will be held in a secure location and will be shredded after 6 years and 3 months to safeguard against unauthorized disclosure of Personally Identifiable Information (PII) contained in the records.

In addition, the travel documents will be held until such time as a litigation hold is lifted by General Counsel in the event that there is an on-going investigation or pending litigation related to this travel. Within NOAA Fisheries, where there is an Electronic Records system in place, then the scanned original receipts will be kept within the Electronic Data Management System with a file back-up plan for safeguarding records.

THE ASSISTANT ADMINISTRATOR  
FOR FISHERIES



## Summary

- **Travel Preparer**
  - Retains original complete travel package for 6 years and 3 months after the period covering the account or until pending litigation holds are lifted. A complete travel package is defined as an approved Travel Voucher, all associated receipts and any other necessary documents to support the claim.
  - Shred files after the proper retention time period.
  
- **Traveler**
  - Retain electronic copies of complete travel package.
  
- **OMI**
  - Maintain a record of all Travel Preparers.
  - Retain records consistent with NOAA Travel Regulation, chapter 301-52.32.
  - OMIs should use EDMS where practicable to keep additional electronic copies of travel packages.

If you have any questions about this policy please contact Becky Rootes.