



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**

NATIONAL ENVIRONMENTAL SATELLITE, DATA,  
AND INFORMATION SERVICE

OCT 17 2011

MEMORANDUM FOR: Maureen E. Wylie  
Chief Financial Officer

FROM:

Mary E. Kicza *Mary E. Kicza*  
Assistant Administrator for  
Satellite and Information Services

SUBJECT: Travel Record Retention Policy Compliance

The NOAA Satellite and Information Service will implement the new Travel Record Retention Policy outlined in the memorandum dated October 4, 2011. We do not plan to deviate from the policy and will require the traveler, voucher preparer and approving official to retain a copy of the complete travel package.

