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KA 7/17/18

**Date:** 7/16/2018  
**Appraiser:** Carly Docca  
**Agency:** United States Forest Service  
**Subject:** DAA-0095-2018-0108

## INTRODUCTION

**Schedule Overview**  
Travel Management

### **Additional Background Information**

This schedule has been submitted by the Forest Service as part of an effort to make their schedules media neutral and to adjust any of the previously approved items and their descriptions since their last update in 2010.

### **Overall Recommendation**

I recommend approval of the attached schedule.

## APPRAISAL

### **Item 0001 – Travel Management Program Administration and Reports**

Risk factor reports.

**Proposed Disposition:** Temporary

**Appropriateness of Proposal Disposition:** Appropriate.

#### **Appraisal Justification:**

- Previously approved as temporary (N1-95-10-10 / 205, N1-95-10-10 / 206)
- Has little or no research value.

**Adequacy of Proposed Retention Periods:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved

*Carly E. Docca*

CARLY E. DOCCA  
Appraiser, Appraisal Team 3  
Records Appraisal and Agency Assistance (ACRA)