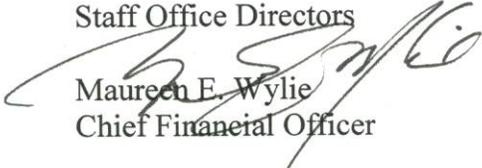




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
CHIEF FINANCIAL OFFICER

October 19, 2011

MEMORANDUM FOR: Assistant Administrators  
Staff Office Directors

FROM:   
Maureen E. Wylie  
Chief Financial Officer

SUBJECT: Travel Record Retention Policy Compliance

Per my October 4, 2011 memorandum, line and staff offices were to (in writing) either confirm their intent to implement the Travel Record Retention Policy as written or request a deviation from the policy no later than October 17, 2011.

Offices confirming intent to implement the Travel Record Retention Policy as written:

1. NESDIS

Offices requesting and granted a deviation from the policy:

1. OMAO
2. NMFS
3. NOS
4. Office of the General Counsel

**All offices that failed to respond are deemed to comply with the Travel Record Retention Policy as written and distributed on October 4, 2011.**

