

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-372-02-1</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>10-22-01</i>	
1. FROM (Agency or establishment)  DEFENSE CONTRACT AUDIT AGENCY		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  BOB WOHLHUETER	5. TELEPHONE  703-767-1036	DATE <i>3-13-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/15/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jody A. Treanor</i>	TITLE ASSISTANT DIRECTOR, RESOURCES	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

SUPPLY AND PROPERTY MANAGEMENT FILE SERIES FOR  
DEFENSE CONTRACT AUDIT AGENCY

This is the addition of a new file code to recognize records related to purchases using a Government purchase card.

120.14 Government Purchase Card. Records related to the use of a Government charge card for obtaining small purchase items. Includes, but is not limited to, receipts for purchases, statements of the charges and amounts due, certifications of amounts to be paid, and charges disputed.

a. Cardholder. Original copies of the receipts of invoices and cardholders copy of the signed bank's monthly purchase statement.

1. TEMPORARY RECORD. Destroy after 6 years 3 months.

b. Certifying Individual. Copy of certified bank's monthly billing statement (invoice) and original purchase statements for that invoice.

2. TEMPORARY RECORD. Destroy after 6 years 3 months.

c. Disputed Charges. Cardholders statement of questioned item on charges that the cardholder has disputed and statement resolving the dispute.

3. TEMPORARY RECORD. Destroy after 6 years 3 months.

d. Applications. Copy of an individual's application for a Government purchase card.

4. TEMPORARY RECORD. Destroy 1 year after cancellation of a cardholder's purchase card.

#### Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Destroy/delete within 180 days after the recordkeeping copy has been produced).

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Destroy/delete when dissemination, revision, or updating is completed).