

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-373-02-2	DATE RECEIVED 05/13/02
1. FROM (Agency or establishment) Defense Intelligence Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION (b)(3)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 8-22-02	ARCHIVIST OF THE UNITED STATES John W. Carl
(b)(3)			

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 ___ 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,

is not required; is attached; or has been requested.

DATE 4/30/02	SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>International Merchants Purchase Authorization Card (IMPAC) Records</p> <p><u>DIA IMPAC Program Office</u></p> <p>The DIA IMPAC Program Office has responsibility for oversight of all original authorizations for requests for IMPAC Credit Cards, maintaining an accounting for each individual allowed to use the credit card to purchase approved goods and services. This office also maintains a monthly Transaction Bank Report (TBR), and summary reports sent directly by the issuing bank.</p> <p>a. Authorization Letters</p> <p><u>TEMPORARY</u> - Cut off FY, hold 1 year in current files area, transfer to WNRC and destroy after 6 years and 3 months.</p>		

REQUEST FOR RECORDS DISPOSAL AUTHORITY - CONTINUATION

J NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
(NARS USE
ONLY)

b. TBR Reports

TEMPORARY - Destroy when superseded or no longer needed.

c. Summary Reports

TEMPORARY - Cut off FY, hold 1 year in current files area, transfer to WNRC and destroy after 6 years and 3 months.

OC-4 Office IMPAC Records

Accounting records will be closed in accordance with the financial records - TEMPORARY - Cut off each FY, hold 1 year in current files area and transfer to WNRC, destroy 6 years and 3 months after period covered by the account.

Cardholder IMPAC Records

a. Official office records which support and document the approval and use of individual IMPAC credit card holders to include a statement of all items, goods or services purchased.

TEMPORARY - Cut off FY, destroy 6 years and 3 months after departure/transfer of individual IMPAC credit card holder.

b. Cardholder office records with supporting documents of approval.

TEMPORARY - Cut off FY, maintain current plus 1 on site (based on audits), and destroy 6 years and 3 months after departure/transfer of individual IMPAC credit card holder.

Electronic copies produced on electronic mail and word processing systems

TEMPORARY. Delete after recordkeeping copy has been produced.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>