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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0509-2014-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0509-2014-0002
Schedule Status Returned Without Action

Agency or Establishment Department of Defense Inspector General
Record Group / Scheduling Group Records of the Department of Defense Inspector General
Records Schedule applies to Major Subdivision
Major Subdivision Office of Assistant Inspector General for Administration and Management
Minor Subdivision Administration and Logistics Services Directorate, Acquisition Division, Government Purchase Card Program
Schedule Subject A/OPC Government Purchase Card Files
Internal agency concurrences will be provided Yes

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0509-2014-0002

Outline of Records Schedule Items for DAA-0509-2014-0002

Sequence Number

1

A/OPC Government Purchase Card Files

Disposition Authority Number: DAA-0509-2014-0002-0001

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Records Schedule Items

Sequence Number					
1	<p>A/OPC Government Purchase Card Files</p> <p>Disposition Authority Number DAA-0509-2014-0002-0001</p> <p>Records related to the OIG Government Purchase Card Program account holders responsible for purchasing mission essential supplies and services at the micro-purchase threshold. Includes, but is not limited to, the DD 577, records of disputed charges, delegation of appointment and account changes, annual review documentation, and any additional supporting documentation related to the Billing Official and Cardholder accounts. a. Appointment delegation request documents. b. Mandatory training certificates. c. Delegation memorandum. d. Surveillance reports. e. Certificate of destruction.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%;"><thead><tr><th style="width: 50%;">Manual Citation</th><th style="width: 50%;">Manual Title</th></tr></thead><tbody><tr><td>652</td><td>Inspector General Instruction 5015.2, OIG Records Management Program</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after account closure</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	652	Inspector General Instruction 5015.2, OIG Records Management Program
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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/27/2013	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
12/01/2016	Return Without Action	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section

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