


1. International Merchant Purchase Authorization Card (IMPAC) official files: The file will consist of (1) A copy of all forms required by procedures, (2) A copy of all documentation received from the vendor and/or card holder, e.g. charge slips, credit slips, packing slips, cash register receipts, etc. If for some reason the card holder does not have documentation of the transaction, he/she must place an explanation in the file that includes a description of the item, date of purchase, merchant's name and why there is no supporting documentation; (3) "Cardholder Statement of Questioned Item" form (if appropriate); and (4) a copy of the statement of account signed by cardholder and card approving official.

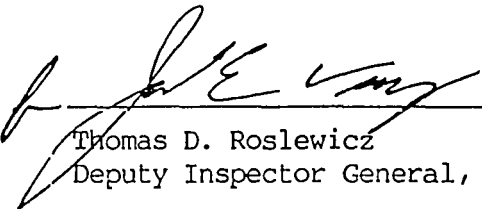
Disposition: Temporary – Destroy 3 years after final payment.

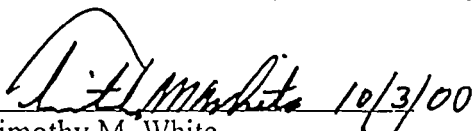
~~Electronic Copies created on electronic mail and word processing systems.~~

See Below

~~Disposition: Delete when file copy is generated or when referencing or updating is completed, whichever is later.~~


Marc Weisman
Director, Office of Acquisition Management


Thomas D. Roslewicz
Deputy Inspector General, Audit Services

 10/3/00
Timothy M. White
Associate General Counsel

2
2 Electronic Copies created on electronic mail and word processing systems

a) 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

Disposition. DELETE within 180 days after the recordkeeping copy has been produced

b) Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

Disposition: DELETE when dissemination, revision, or updating is complete.