

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Health and Human Services

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Norman Oslik *N Oslik* (202) 690-8685

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-468-01-1

DATE RECEIVED
10/31/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
4-17-01 *John W. Carl*

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
OCT 24 2000 *Andrew Barnes* HHS Records Manager
A Prentice Barnes

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>International Merchant Purchase Authorization Card (IMPAC) official files: see attached</p> <p><i>Agency, nwm</i></p>		


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.

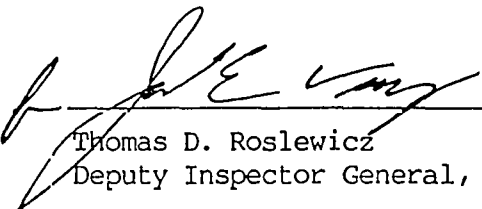
Disposition: Temporary – Destroy 3 years after final payment.

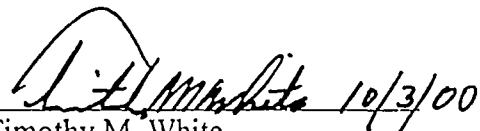
~~Electronic Copies created on electronic mail and word processing systems.~~

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

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3
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.