

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	71-510-01-1
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	8-30-00
2. MAJOR SUBDIVISION Agency for Healthcare Research and Quality		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Shelly D. Anderson</i> Shelly D. Anderson	5. TELEPHONE 301-594-1304	DATE 4-17-01	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 ___ 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE AUG - 3 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE HHS Records Manager	

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 GRS OR SUPERSEDED JOB CITATION	10.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

Revised Page

NI-510-01-1

International Merchant Purchase Authorization Card (IMPAC) official acquisition files: The acquisition 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.**

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

2a) 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.

2b) 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.

Shelly D. Anderson  
AHRQ IMPAC Agency Program Coordinator

International Merchant Purchase Authorization Card (IMPAC) official acquisition files: The acquisition 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 clips, 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.

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

*Shelly D. Anduse*

AHRQ IMPAC Agency Program Coordinator

*see revised page*