

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)
USDA, ANIMAL AND PLANT HEALTH INSPECTION SERVICE

2. MAJOR SUBDIVISION
INFORMATION TECHNOLOGY COMMUNITY

3. MINOR SUBDIVISION
MANAGEMENT SERVICES DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
LINDA MUDD

5. TELEPHONE
(301) 734 - 8420

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-463-98-1

DATE RECEIVED
5-11-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
11-24-98

ARCHIVIST OF THE UNITED STATES
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
11-24-97

SIGNATURE OF AGENCY REPRESENTATIVE
Linda Mudd

TITLE
RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
SEE ATTACHED			

copy to Agency
NWMD NIR

115-2

PRP 8-2 - Expendables

1. **Government Purchase Card Account Set-Up File** - Files that include Government purchase cardholder application form, test scores, and any other miscellaneous correspondence and documents that contribute to changes in a cardholder account, such as address change notices, and request to increase limits.

Retention Period

Originating Office:

Disposition: Destroy 2 years after card is canceled.

All Other Offices:

N/A

2. **Government Purchase Cardholder Program Files** - Includes copies of all monthly statements, correspondence, notices, and miscellaneous documents by fiscal year.

Retention Period

Originating Office:

Disposition: Cut-off file at end of fiscal year. Destroy when 3 years old.

All Other Offices

Destroy when 3 years old.