

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>N1-AU-98-8</i>	DATE RECEIVED
1 FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management Program Division			
4 NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5 TELEPHONE (703)806-3556	DATE <i>8-11-00</i>	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,

is not required;  is attached; or  has been requested.

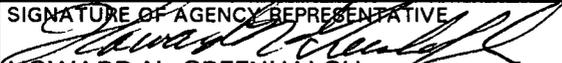
DATE <i>28 Mar 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	BACKGROUND: This is a resubmission of job number N1-AU-98-8 to express dispositions in redesign language and delete item disposition 2 which is covered by DFAS Schedule 7333, item 13. <i>GRS 6, Item 1a</i> File number is changed from 37-106e to 37a. Electronic copies <i>(monthly reports)</i> created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and is no longer needed for reference, updating, revision or dissemination.		
1.	FN: 37a Title Individual Travel Charge Card Program Administration Authority: To be determined Privacy Act: GSA/GOVT-3 Description: Information contained in these records includes name, address, social security number, employment information, telephone numbers, information needed for identification verification, travel authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for use of charge cards, and monthly reports from contractor(s) showing charges to individual account numbers, balances, and other types of account analyses. Individuals covered are current Military and DA Civilian employees who have a Government sponsored charge card. Disposition: Code KE6. Event is transfer or separation of individual, <i>or when no longer authorized.</i> Keep in current files area until the event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.		
<i>Agency RR of Army POC Kandy Light.</i>		<i>5/12/00</i>	<i>TMB</i>

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-AU-98-8	DATE RECEIVED 12-19-97
1 FROM (Agency or establishment) U.S. Army		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	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command			
3 MINOR SUBDIVISION Records Management Program Division			
4 NAME OF PERSON WITH WHOM TO CONFER JOSEPH G. HARDY	5 TELEPHONE 703-806-3718	DATE	ARCHIVIST OF THE UNITED STATES

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 1 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 5 Nov 97	SIGNATURE OF AGENCY REPRESENTATIVE  HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>Government Travel Charge Card Program</u></p> <p>FN: 37-106e</p> <p>Title: Individual Travel Charge Card</p> <p>Privacy Act: GSA/GOVT-3</p> <p>Description: Information contained in these records includes name, address, social security number, employment information, telephone numbers, information needed for identification verification, travel authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for use of charge cards, and monthly reports from contractor(s) showing charges to individual account numbers, balances, and other types of account analyses. Individuals covered are current Military and DA Civilian employees who have a Government sponsored charge card.</p> <p>Disposition:</p> <p>1. All documents related to individual cardholder accounts: Destroy 3 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and hold 3 years in CFA; then destroy.</p> <p>2. Monthly reports: Cut off at the end of the FY; hold for 3 years in the CFA; then destroy.</p> <p>3. <del>Related documents: Destroy when no longer needed.</del></p>		