	LEAVE BLANK (NARA use only)
REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-468-01-1
(See Instructions on reverse)  NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)	DATE RECEIVED
WASHINGTON, DC 20408	10/31/00
1. FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of Health and Human Services  MAJOR SUBDIVISION	In accordance with the provisions of 44
Office of the Secretary	USC 3303a the disposition request, including amendments, is approved except
B MINOR SUBDIVISION	for items that may be marked "disposition not approved" or "withdrawn" in column 10
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE	DATE ARCHIVIST OF THE UNITED STATES
Norman Oslik Joshk (202) 690-8685	4-17-01 Gold W. Carl
I hereby certify that I am authorized to act for this agency in matters pand that the records proposed for disposal on the attached pag of this agency or will not be needed after the retention periods specthe General Accounting Office, under the provisions of Title 8 of the Agencies,  Is not required; is attached; or	e(s) are not now needed for the business cified, and that written concurrence from
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE	HS Records Manager
7 TEM 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO	9 GRS OR 10 ACTION SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)
International Merchant Purchase Authorization Card (IMPAC) official files: see attached	
agency, numo	

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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.

Director, Office of Acquisition Management

komas D. Roslewicz

Deputy Inspector General, Audit Services

Timothy M. White

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Associate General Counsel

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.