

(See Instructions on reverse)

1. FROM (Agency or establishment)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

5. TELEPHONE

301-594-1304

JOB NUMBER

71-510-a-1

DATE RECEIVED

8-30-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-17-01

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 _____

AUG - 3 2000

SIGNATURE OF AGENCY REPRESENTATIVE

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 GRS OR SUPERSEDED JOB CITATION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)	
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International Merchant Purchase Authorization Card
(IMPAC) official acquisition files: see attached.

Agency Ground

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