

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>21-412-06-20</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3.14.2006</i>	
1. FROM (Agency or establishment) Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Administration and Resources Management			
3 MINOR SUBDIVISION Policy, Training and Oversight Division			
4 NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5 TELEPHONE 202-566-1640	DATE <i>6/6/06</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>3</u> 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE MAR 9 - 2006	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>[Signature]</i>	TITLE Acting Agency Records Officer	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	EPA 042 - Purchase Card System		

cc Agency NR number number

EPA Records Schedule 042

Status: Final, 02/12/2007

Title: Purchase Card System

Program: Procurement

Applicability: Agency-wide

Function: 405-143 - Goods Acquisition

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-20

Description:

The Purchase Card system is a relational database which serves as a central database for tracking purchases. The system expedites the acquisition of essential supplies and services and streamlines payment procedures. Input to the system is electronic data from the contractor bank or the EPA Intranet Purchase Card Cost Allocation System. Types of data includes accounting data associated with each purchase, payment processing, and obligation of funds. The system generates a variety of management reports.

The system links with the Integrated Financial Management System (IFMS) which is scheduled as EPA 054.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

Item b: Input

- **Disposable**
- Delete when data has been entered into the database and verified.

Item c: Electronic data - except Superfund site-specific

- **Disposable**

- Delete 10 years after final payment.

Item d: Electronic data - Superfund site-specific

- **Disposable**
- Delete 30 years after final payment.

Item e: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item f: Supporting documentation

- **Disposable**
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

Guidance:

Cardholder recordkeeping requirements can be found in the EPA Contracts Management Manual, Section 13.3.

Purchase card records are covered by the Privacy Act System #GSA/GOVT-6.

Accountable Officers' Files are scheduled as EPA 278. Cost recovery records for Superfund and Oil are covered by EPA 024 and the Superfund Cost Recovery Package Imaging and On-Line System (SCORPIOS) is covered by EPA 052.

Reasons for Disposition:

This is the primary system used to track simplified acquisitions and provides management with reports and an audit trail. The 30-year retention for Superfund site-specific data is consistent with other records related to cost recovery. The 10-year retention for other data is based on the recommendation of the Office of Inspector General to accommodate any potential civil false claims actions filed under 31 USC 3731.

Custodians:

Office of the Chief Financial Officer, Financial Services Division

- **Contact:** Lawrence James
- **Telephone:** 919-541-4776

Office of Administration and Resources Management, Policy, Training and Oversight Division

- **Contact:** Kerrie A. O'Hagan

- **Telephone:** 202-564-4479

Related Schedules:

EPA 024, EPA 052, EPA 054, EPA 278

Previous NARA Disposal Authority:

None

Entry: 11/16/2004

EPA Approval: 03/09/2006

NARA Approval: 06/10/2006



This schedule is under development and **MAY NOT** be used to retire or destroy records. If you have any questions, please contact the [Records Help Desk](#).

EPA Records Schedule 042

*Superseded by
version of 2/12/2007*

Status: Development 11/03/2005

Title: Purchase Card System

Program: Procurement

Applicability: Agency-wide

NARA Disposal Authority:

- Pending

Description:

The Purchase Card system is a relational database which serves as a central database for tracking purchases. The system expedites the acquisition of essential supplies and services and streamlines payment procedures. Input to the system is electronic data from the contractor bank or the EPA Intranet Purchase Card Cost Allocation System. Types of data includes accounting data associated with each purchase, payment processing, and obligation of funds. The system generates a variety of management reports.

The system links with the Integrated Financial Management System (IFMS) which is scheduled as EPA 054.

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

Item b: Input

- Disposable
- Delete when data has been entered into the database and verified.

Item c: Electronic data - except Superfund site specific

• Disposable

- Delete 10 years after final payment.

Item d: Electronic data - Superfund site specific

- Disposable
- Delete 30 years after final payment.

Item e: Output and reports

- Varies
- Follow instructions for related records.

Item f: Supporting documentation

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

Guidance:

Cardholder record keeping requirements can be found in the EPA Contracts Management Manual, Section 13.3.

Accountable Officers' Files are scheduled as EPA 278. Cost recovery records for Superfund and Oil are covered by EPA 024 and the Superfund Cost Organization Recovery Package Imaging Online System (SCORPIOS) is covered by EPA 052.

Reasons for Disposition:

This is the primary system used to track simplified acquisitions and provides management with reports and an audit trail. The 30-year retention for Superfund site-specific data is consistent with other records related to cost recovery. The 10-year retention for other data is based on the recommendation of the Office of Inspector General to accommodate any potential civil false claims actions filed under 31 USC 3731.

Custodians:

Office of the Chief Financial Officer, Financial Services Division

- **Contact:** Lawrence James
- **Telephone:** 919-541-4776

Office of Administration and Resources Management, Policy, Training and Oversight Division

- **Contact:** Kerrie A. O'Hagan
- **Telephone:** 202-564-4479

Related Schedules:

EPA 024, EPA 052, EPA 054, EPA 278

Previous NARA Disposal Authority:

None

Entry: 11/16/2004

EPA Approval: Pending

NARA Approval: Pending

[Explanation of Schedule Fields](#) | [Search the Schedules](#)

Browse the Development schedules by: Number

[Drafts](#) | [Schedules](#) | [Meetings](#) | [Calendar](#)

[Best Practices](#) | [Forms](#) | [Resources](#)

[Search](#) | [Comments](#) | [NRMP@Work](#) | [EPA@Work](#)

Last updated on Thursday, December 8th, 2005

URL: <http://intranet.epa.gov/records/schedule/devel/042.htm>