

TABLE 64-4

GOVERNMENT-WIDE PURCHASE CARD RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
*26	Government-wide Purchase Card (GPC) Program Administration at Program Coordinator Office	Administrative support and control of the Government-Wide Purchase Card (GPC) system and associated reports, including records of surveillance and all other administrative actions.	At Program Coordinator Office	Destroy after 2 years AUTH: GRS 23, Item 1
*26.01	Government-wide Purchase Card (GPC) Program Administration at using office	Receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance.	At approving official and cardholder unit level	Destroy 3 years after final payment AUTH: GRS 3, Item 3a(1)(b) and FAR 4.805(b)(3)
*26.02	Government-wide Purchase Card (GPC) Program Administration at using office	Records pertaining to items under investigation, dispute or similar matters	At approving official and cardholder unit level	Disposition pending. AUTH: Unscheduled
*26.03	Government-wide Purchase Card (GPC) Program Administration at bank's office	GPC transaction management log and all data generated or processed via the bank's electronic access system	Maintained in the bank's electronic access system	Destroy 6 years and 3 months after period covered by account AUTH: GRS6, Item 1a