



# SECTION

# I

- **RECORD KEEPING**

**IMPAC POLICY**  
**Fort Leonard Wood, Missouri**  
**Record Keeping Instructions**

1. This policy provides guidance to be used by IMPAC Cardholders and Billing Officials for records created under the IMPAC purchase card program.
2. The following file numbers, referenced in AR 25-400-2, dated 26 February 1993, The Modern Army Recordkeeping System (MARKS), will be used for records created under the IMPAC purchase card program.

(1) FN 715

Title: General Procurement Correspondence Files

Description: Information relating to procurement which cannot logically be filed with the detailed record numbers below.

(2) FN 715h

Title: Contracting Officer Designations

Description: Records pertaining to delegations of Authority for cardholders and appointment of billing officials.

(3) FN 321g

Title: Commitment documents

Description: Records pertaining to operating elements of a Headquarters or other office to requisition supplies Or services. Included are DA Form 3953 (Commitment and Purchase Request), IMPAC purchase card transactions, and similar information.

**3. File Retention.** In accordance with the DoD FMR, Volume 1, certified billing statements and supporting documents will be retained for 6 years and 3 months after final payment. The Billing Official shall maintain these records until they are transferred to a records holding area. Cardholder statements can be disposed of 3 years after final payment in accordance with FAR 4.805.