

SPAWAR Purchase Card Policy Notice S-PCPN FY16 #06 – Clarification for Electronic Storage of GCPC Documentation (Issued 8 February 2016)

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE A/OPCs, AO/COs AND CHs IN YOUR HIERARCHY.

PURPOSE: This PCPN provides additional guidance that negates the need to store duplicate hardcopy paper documentation when the same documents are stored in an appropriate Electronic Information System.

OVERVIEW: When FMR Volume 5, Chapter 21, 210102 was replaced by Volume 5, Chapter 15, the new FMR version omitted the language of "...negates the need to store duplicate hardcopy documents." This language was in reference to Disbursing Office Records along with CH supporting documentation, when such records were maintained in electronic format. This recent change in the FMR brought into question whether or not the original paper documentation needed to be retained once they are converted into an electronic format.

In coordination with DASN (FO) and DON/AA Director and Records Management Division, both Financial Documents and Program Administrative Documentation are considered temporary records and as such, hardcopy documents may be disposed of when the original document has been converted for electronic storage.

ACTION Required:

1. Electronic records storage requires adequate controls to ensure the integrity of the digital images accurately represent the corresponding original paper documentation and to detect changes to an original digital image. In addition, electronic storage must be in a centrally managed location that has an established backup process. Commands or activities that scan and store GCPC supporting documentation shall document controls used to ensure integrity of digital images in their Internal Operating Procedures.
2. NAVSUPINST 4200.99C outlines the following document retention requirements:
 - a. Financial Documents as described in Chap 4, Para 3 e. (3) are to be retained for 10 years in accordance with the DASN (FO) memo, Revised Retention Requirements to Support Department of the Navy Financial Statement Audits dated January 29, 2015.
 - b. Program Administrative Documentation as described in Chap 2, Para 7 h, are to be retained for the duration the employee serves in this capacity and for three years beyond.

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