IPAC Archive Request Form

Please complete the following information to request IPAC archive records. The form must be submitted and signed by an IPAC SailPoint Agency Approver of the ALC(s) listed since they are the authorized officials to request this information. Once the form is complete, please submit the completed form to IPAC@stls.frb.org.

If there are any questions or status updates on the request after submission, please contact the Treasury Support Center at 877-440-9476.

Requested File Format: ☐PDF or ☐Excel

Agency Name:	
Receiver (ALC SailPoint "AppApprover") Contact Information	
First and Last Name:	
Telephone:	
Email Address: *(Official Agency Emails only)*	
Reason for Archive report request:	
Urgency: *(Date Archive report needed by)*	
Digital Signature Date:	
Digital Signature: *(PIV, PIV-I, CAC)*	

Note: As per Fiscal Service security policy, the archive report will be sent via encrypted email to the AppApprover who signs the form. A ZIX account is required for agencies to retrieve the secure email and WinZip, or compatible program, is required to open the document. The IPAC Archive report request could take 7 - 10 business days to complete once the authorized request has been received.
The "Reason for Archive Request" and "Urgency" will be taken into consideration when processing the request.

Transaction(s) Details:					
ALC or Payroll Office Number(s)	Start Date	End Date	Identifying Amount	Identifying Doc Reference Number	Sent or Received by your Agency