

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 269

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration
2. MAJOR SUBDIVISION
Paperwork Management Division
3. MINOR SUBDIVISION
Records Management Branch
4. NAME OF PERSON WITH WHOM TO CONFER
Raymond F. Hershberger
5. TEL. EXT.
183-5132
6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED MAR 20 1974	JOB NO.
DATE APPROVED NC 174-169	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
6-20-74 <i>James E. O'Neill</i> DATE ARCHIVIST OF THE UNITED STATES <i>acting</i>	

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3-18-74 (Date) *Michael G. Barbours* (Signature of Agency Representative) Chief, Records Mgt. Branch (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>AUDIT PROGRAM FILES</u>		
	File descriptions and requested disposition authorizations are contained in the attached chapter 22 of the HB GSA Records Maintenance and Disposition System, OAD P 1820.2		NN 168-84

Copy to Agency 6/24/74

7 items

22A1. Audit guidance. Documents created in preparing, clearing, and issuing special instructions and guides for use by auditors in GSA internal and contract audits, but not documents relating to instructions issued under the issuance system. Included are record copies of audit guides and instructions, clearance actions, and directly related papers.

Cut off at the end of the fiscal year when superseded, canceled, or discontinued, hold 3 years, and destroy.

22A2 - 22A4. Reserved.

22A5. Audit control registers. Documents used to control the assignment of numbers and other identifying data to internal and contract audits and reports. Included are index cards, register sheets, and similar controls.

Destroy on completion of the audit, except that registers or indexes to audit reports will be destroyed when all reports listed thereon are disposed of.

22A6 - 22A9. Reserved.

22A10. Audit summaries. Documents created in preparing and circulating summarized information on the status of audit activities, selected audit findings and recommendations, and other audit matters. Included are periodic audit digests and summaries, reports of actions taken as a result of the summaries, and papers relating to them.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

22A11 - 22A14. Reserved.

22A15. Audit schedules. Documents created in identifying areas for audit, defining the scope of planned audits, and scheduling audits.

Cut off at the end of the fiscal year, hold 5 years, and destroy.

22A16 - 22A19. Reserved.

22A20. Audit reports. This file consists of record copies of all final contract and internal audit reports and docket forms reflecting review clearance, dispatch date, and other information about individual reports.

(a) *Final Contract Reports with related papers, PERMANENT.*

Cut off at the end of the fiscal year, hold 5 years, and destroy.

(Do NOT type text below this line)

(b) *Comprehensive internal audit reports of GSA Services or audit reports of unusual or significant activities, PERMANENT.*

(c) *All other audit reports.*

RA 5/23/70

22A36 -22A39. Reserved.

22A40. Area audit office inspections. Documents accumulated in inspecting the activities of area audit offices for the purposes of increasing operational and administrative effectiveness. Included are inspection reports and directly related papers.

Cut off annually, hold 3 years, and destroy.

22A41 - 22A44. Reserved.

22A45. Audit administrative subject files. Documents relating to the routine operation and administration of the audit function, but not general administrative files described in appendix 9-C. Included are pertinent laws, copies of contracts or other authoritative documents relating to specific audit functional areas; organizational charts and functional statements; surveys of procedures and controls; statistical tabulations; contractor's financial statement; analyses of cost trends; and significant findings of prior audits in each functional area.

Destroy documents when superseded, obsolete, or no longer needed.

Appendix 22-A

(Do NOT Type text below this line)

5 and 6