

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Environmental Protection Agency

2. MAJOR SUBDIVISION

Office of Planning and Management

3. MINOR SUBDIVISION

Office of Audit

4. NAME OF PERSON WITH WHOM TO CONFER

David O. Stephens

5. TEL. EXT.

755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 6 1976	JOB NO. NC1-412-76-14
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-25-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/3/76
~~7-27-76~~
~~xxxxxxx~~

Harold R. Masters
Harold R. Masters

Chief, Admin. Mgmt. Br.

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Final Reports of Audit.</u> Final reports of internal audits on Agency systems and procedures, and external audits conducted on contractors and grantees. Included are the following types of audits: initial pricing, construction grant audits, overhead audits, internal Agency systems surveys, interim audits, and final audits. Documentation consists of report showing purposes and scope of audit, background data, survey contents, and conclusions and recommendations.</p> <p>a. <u>Official Copies.</u> Maintained at Headquarters. <u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of reports. Keep in office current plus 2 fiscal years, the transfer to the Federal Records center. Keep in FRC for 8 years, then destroy when 10 years old.</p> <p>b. <u>Other Copies.</u> Maintained in Regional Audit Offices. <u>Retention:</u> As below</p> <p><u>Disposition:</u> Destroy in office when 6 years old or sooner if no longer needed for administrative or reference purposes.</p>		

*Copies to Agency 8-27-76
Copies to A/I FRC's 8-30-76*

Continuation Sheet, SF-115 July 27, 1976

2. Audit Workpaper Files. Includes documentation in support of conclusions expressed in Final Audit. Reports of all internal and external audits conducted. Workpapers show a record of work performed, the method of analysis, the information collected and its source, and other information.

Retention: Retain 7 years.

Disposition: Break file upon completion of audit. Keep in office current fiscal year plus 2 additional fiscal years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.

APPRAISAL REPORT
Disposal Job No. NCl-412-76-14

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical research, functional documentation or protection of individual rights to warrant permanent retention by the Federal Government.

Appraiser: Richard G. Davis
RICHARD G. DAVIS

8/17/76
Date

Approval Recommended: Thomas W. Wadlow
THOMAS W. WADLOW
Director
Records Disposition Division

8/18/76
Date

Approval Recommended: Mitta O. Iustys
for JANE F. SMITH
Director
Civil Archives Division

8-24-76
Date

GENERAL SERVICES ADMINISTRATION ROUTING SLIP												
TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	
NAME/TITLE						CORRESPONDENCE SYMBOL						
1.	Jane Smith						NMF					
2.												
3.												
4.												
5.												
<input type="checkbox"/> ALLOTMENT SYMBOL <input type="checkbox"/> HANDLE DIRECT <input type="checkbox"/> READ AND DESTROY <input type="checkbox"/> APPROVAL <input type="checkbox"/> IMMEDIATE ACTION <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> AS REQUESTED <input type="checkbox"/> INITIALS <input type="checkbox"/> SEE ME <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> NECESSARY ACTION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> CORRECTION <input type="checkbox"/> NOTE AND RETURN <input checked="" type="checkbox"/> YOUR COMMENT <input type="checkbox"/> FILING <input type="checkbox"/> PER OUR CONVERSATION <input type="checkbox"/> YOUR INFORMATION <input type="checkbox"/> FULL REPORT <input type="checkbox"/> PER TELEPHONE CONVERSATION <input type="checkbox"/> <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____												
REMARKS Please give me your informal comments on EPA job no. NCI-412-76-14. I have already looked at these records and concur in the proposed disposition. They have approximately 40 ft on hand and anticipated a growth of 8 ft (1500 reports) per year. The "Agency systems" which are audited are at a very low level, such as time card keeping in individual field offices. Audits of major systems should be picked up at the program level.												
FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	
RICH DAVIS						CORR. SYMBOL			BUILDING, ROOM, ETC.			
						NCP			Inter-O			
						TELEPHONE			DATE			
						376-8827			10/8/76			

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1.	<i>Richard Davis</i>					<i>NCD</i>					
2.						<i>Inter-O Bldg</i>					
3.											
4.											
5.											

- | | | |
|---|---|---|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | |

REMARKS

NNF has no objection to the proposed disposal.

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
<i>H. J. O'Neil</i>						<i>NNF (Action)</i>					
						TELEPHONE		DATE			
								<i>8/12/76</i>			

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: August 16, 1976

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF: NCD

SUBJECT: NC1-412-76-14

TO: Director, NCD

The records described in the attached SF 115 belong to the Environmental Protection Agency's Office of Planning and Management, Office of Budget. For item 1a they have approximately 40 cu. ft. on hand with an annual growth of 8 cu. ft. (1500 reports) per year. The "Agency Systems" which are audited are at a very low level, such as time card keeping in individual field offices. Audits of major systems should be picked up at the program level. The retention periods requested by EPA are reasonable and meet its administrative needs.

I recommend this be approved.

Richard G. Davis

RICHARD G. DAVIS

Records Disposition Division



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