

INACTIVE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on separate page)

• LEAVE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER
NI-40-00-1

DATE RECEIVED
7-31-00

1. FROM (Agency or establishment)
DEPARTMENT OF COMMERCE

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
OFFICE OF INSPECTOR GENERAL

3. MINOR SUBDIVISION
OFFICE OF AUDITS

4. NAME OF PERSON WITH WHOM TO CONFER
Rand Campbell

5. TELEPHONE
(202) 482-0586

DATE
1-30-01

ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
7/27/00

SIGNATURE OF AGENCY REPRESENTATIVE
Rand Campbell

TITLE
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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See Attached Schedule
Office of Audits

INACTIVE

Agency, NWMD, NWMW, NR

Department of Commerce, Office of Inspector General: OFFICE OF AUDITS

1. Audit Case Files. Case files of internal audits of agency programs, operations and procedures, and of external audits of contractors and grantees. Consists of job start, audit reports, correspondence, memoranda, and supporting working papers.

Superseded by:

~~DAA-0046-2016-0001-0001~~
DATE (MM/DD/YYYY):

~~09/20/2018~~

- a. Case files for term audits. The term audits includes both performance and financial audits. Performance audits include economy and efficiency and program audits. Financial audits include financial statement and financial-related audits.

Disposition: Temporary. Cut off end of fiscal year in which case is closed. Retire to FRC one year after cutoff. Destroy 8 years after cut-off.

- b. Project files relating to other activities of an audit organization, including special projects not rising to the level of an audit, congressional correspondence, and related records.

Disposition: Temporary. Cut off end of fiscal year in which case is closed. Retire to FRC one year after cutoff. Destroy 8 years after cut-off.

- c. Audit resolution and audit appeal files.

Disposition: Temporary. Cut off end of fiscal year in which case is closed. Retire to FRC one year after cutoff. Destroy 8 years after cut-off.

Superseded by:

2. Quality Review of OIG Office of Audits. Case Files of internal quality reviews and external quality (peer) reviews of OIG Office of Audits.

~~DAA-0046-2016-0001-0002~~
DATE (MM/DD/YYYY):

~~09/20/2018~~

Disposition: Temporary. Cut off at end of fiscal year in which case is closed. Retire to FRC one year after cutoff. Destroy 4 years after cutoff.

3. Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a record keeping copy of the records.

Disposition: Temporary. Delete after the record keeping copy has been produced.

Superseded by:

~~DAA-GRS-2016-0016-0002~~
DATE (MM/DD/YYYY):

~~09/20/2018~~ 05/13/2017