

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-40-90-3
1. FROM (Agency or establishment) Department of Commerce		DATE RECEIVED	4/17/90
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Budget, Planning and Organization		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Dan Rooney	5. TELEPHONE EXT. 377-0142	DATE 12/17/90	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 4/6/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Department Records and Forms Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>MANAGEMENT CONTROL DIVISION</p> <p>The Management Control Division (MCD) was established on August 19, 1983 to monitor the Department's internal controls and audit follow-up programs. Specific functions include:</p> <ul style="list-style-type: none"> o Formulates policies and guidelines for internal control programs; o Prepares the Secretary's annual report to the President and Congress on the status of the Department's internal control and accounting system; o Provides audit liaison and follow-up and recommends policies for prompt resolution of audit findings; o Reviews responses to audit findings and recommends corrective action; and o Serves as the Department's primary liaison with internal control managers in the Operating Units and with OMB, GAO, and other central agencies on internal control matters. 		

1. Internal Control Reviews. Final reports of Internal Control Reviews (ICR's) conducted by Commerce Operating Units and elements of the Office of the Secretary. These reports are sent to MCD as part of its responsibility to monitor the Department's Internal Control Program.

Destroy when 7 years old.

2. Internal Control General Correspondence. Letters, memoranda, reports, and other correspondence relating to the Department's Internal Control Program. Includes end of year letters to the White House and periodic reports on material weaknesses, high risk areas, quality assurance reviews, vulnerability assessments, and the progress of ICR's.

Destroy when 7 years old.

3. GAO Audits. General Accounting Office audits of Commerce programs and activities. Files consist of audit reports and related correspondence.

Destroy 7 years after case is closed.

4. Inspector General Audits. Audits of Commerce programs and activities by the Department's Inspector General. Files consist of audit reports and related correspondence.

Destroy 7 years after case is closed.

5. Audit Program General Correspondence. Letters, memoranda, reports, and other correspondence relating to the monitoring and tracking of GAO and IG audits. This correspondence results from the Department's program to ensure that audits are properly controlled and responded to and that audit recommendations are promptly implemented.

Destroy when 7 years old.