

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (Agency or establishment)  
National Oceanic and Atmospheric Administration

2 MAJOR SUBDIVISION  
Office of Finance and Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5 TELEPHONE  
(301) 713 - 3540

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-370-49-6

DATE RECEIVED  
2-26-99

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE  
8-13-99

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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  
2-23-99

SIGNATURE OF AGENCY REPRESENTATIVE  
*Annie Baker*

TITLE  
Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 200  See attached		

SEP 10 1999 *mtv copy to Agency, NWMW, NWMB, NR*

1. Audit Case Files

Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers

Disposition

- a Paper files Cut off at the end of FY in which case is closed Destroy 8 years later
- b Word processing and office automation electronic source documents Delete 180 days after printing and filing in records keeping system.
- c Electronic mail Delete 180 days after printing and filing in records keeping system