

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-372-00-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>2.2.2000</i>	
1. FROM (Agency or establishment)  DEFENSE CONTRACT AUDIT AGENCY		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  BOB WOHLHUETER	5. TELEPHONE  703-767-1036	DATE <i>5-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/31/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ASSISTANT DIRECTOR, RESOURCES	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**LEGISLATIVE AND CONGRESSIONAL FILE SERIES FOR  
DEFENSE CONTRACT AUDIT AGENCY**

This is a revision to the description for two of the existing approved file codes to clarify the difference between the permanent and temporary records.

*NR, NWMD, Agency*

DEFENSE CONTRACT AUDIT AGENCY

~~CURRENT~~

~~260.5 Committee Correspondence. Correspondence with Individual Members of Congress and Congressional Committees regarding information about DCAA activities and employees.~~

- ~~a. Headquarters Office of Primary Responsibility. (Permanent) NC-372-75-1  
b. Other Offices. (Destroy after 5 years.) NC-372-75-1~~

~~260.6 Congressional Correspondence. Correspondence with individual Members of Congress concerning letters from their constituents requesting information and assistance in obtaining employment. (Destroy after 5 years.) NC 372 75 1~~

PROPOSED

260.5 Committee Correspondence. Correspondence with Congressional Committees regarding information about DCAA activities.

1. a. Headquarters Office of Primary Responsibility. Recordkeeping copy: Paper. (Permanent.) Retire records per DCAAM 5015.1, 4-1c.(10) cut-off instructions. Transfer to the National Archives 30 years after cut off.  
2. b. Other Offices. Recordkeeping copy: Media neutral. (Destroy after 5 years.)

3. 260.6 Congressional Correspondence. Correspondence with individual Members of Congress concerning letters from their constituents or other inquiries not related to Committee actions. Recordkeeping copy: Media neutral. (Destroy after 5 years.)

*Agency concurrence  
2-5-00  
Jagerson*

*legislative and Congressional*

LEGAL MATTERS FILE SERIES FOR DEFENSE CONTRACT AUDIT AGENCY  
(TO BE USED IN CONJUNCTION WITH PROPOSED FICD CODES 240.3 AND 240.6)

260.5 260.6

Electronic copy

Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

4.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Destroy/delete within 180 days after the recordkeeping copy has been produced.)

5.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Destroy/delete when dissemination, revision or updating is completed.)