

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-372-01-2</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>6-18-01</b>	
1. FROM (Agency or establishment) <b>DEFENSE CONTRACT AUDIT AGENCY</b>		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>BOB WOHLHUETER</b>	5. TELEPHONE <b>703-767-1036</b>	DATE <b>3-8-02</b>	ARCHIVIST OF THE UNITED STATES <i>Paul W. Paul</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 <u>2</u> 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, XX is not required;          is attached; or          has been requested.			
DATE <b>6/14/01</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jody A. Treary</i>	TITLE <b>ASSISTANT DIRECTOR, RESOURCES</b>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**LEGAL MATTERS FILE SERIES FOR DEFENSE CONTRACT AUDIT AGENCY**

This is a revision to two of the file codes in the Legal Matters File Series to recognize that some legal advice is provided that is not mission related and does not warrant permanent retention. The General Counsel, Defense Legal Services, has determined that the proposed revision provides for the legal sufficiency needs of the Agency.

Kirk B. Moberley, Jr.  
General Counsel

*cc: Agency, NR, NWMD*

DEFENSE CONTRACT AUDIT AGENCY - Continued

240 Legal Matters

~~Current~~

~~240.3 Legal Opinions. Records accumulated in the rendering of legal opinions relating to all aspects of the operation and administration of DCAA.~~

- ~~a. Counsel. (Permanent.) NC-372-75-1~~
- ~~b. Other Offices. (File in appropriate subfunction file, and dispose accordingly.)  
NC-372-75-1~~

~~Proposed~~

~~240.3 Legal Opinions. Records accumulated in the rendering of legal opinions relating to all aspects of the operation and administration of DCAA.~~

- ~~a. Counsel.~~

- ~~ITEM (1) Mission Related Legal Opinions. (Permanent.) NC 372-75-1~~
- ~~X. (2) Non-Mission Related Legal Opinions. (Destroy after 6 years.)~~

- ~~b. Other Offices. (File in appropriate subfunction file, and dispose accordingly.)  
NC-372-75-1~~

Non-Record

Current

240.6 Standards of Conduct, Conflict of Interest. Documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel.

- a. Counsel. (Permanent.) NC-372-75-1
- b. Other Offices. (Destroy after 5 years.) NC-372-75-1

~~Proposed~~

240.6 Standards of Conduct, Conflict of Interest. Legal Opinions and related documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel.

a. Counsel.

3. (1) Legal Opinions related to actual cases in the Agency. (Permanent.) ~~NC-372-75-1~~  
2.4. (2) Legal Opinions not related to actual cases in the Agency. (Destroy after 6 years.)

~~b. Other Offices. (Destroy after 5 years.) NC-372-75-1~~

NON-RECORDED

Electronic copies of Legal Matter related records are covered by the following DCAA approved file code.

240.7 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.

- 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 shard network drives that are used only to produce the recordkeeping copy.

CUT-OFF: When recordkeeping copy has been produced  
DESTROY: When cut-off  
AUTHORITY: N9-372-00-1

PREVIOUSLY  
APPROVED,  
N9-372-00-1

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

CUT-OFF: When dissemination, revision or updating is completed.  
DESTROY: When cut-off  
AUTHORITY: N9-372-00-1