

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-01-5</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8-7-2001</i>	
1 FROM (Agency or establishment) DEFENSE CONTRACT AUDIT AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER BOB WOHLHUETER	5. TELEPHONE 703-767-1036	DATE <i>12-11-01</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 <i>2</i> 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. <i>agency concurrence 8/29/01</i>			
DATE <i>8/3/01</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

**SUPPLY AND PROPERTY MANAGEMENT FILE SERIES FOR
DEFENSE CONTRACT AUDIT AGENCY**

This is the addition of a new file code to recognize records related to the sanitation of computer hard drives prior to them leaving the Agency. This requirement is dictated by DoD memorandum dated June 4, 2001, subject: Disposition of Unclassified DoD Computer Hard Drives.

cc: Agency, NWMW, NR

DEFENSE CONTRACT AUDIT AGENCY – Continued

1: 120.13 Disposition of DoD Computer Hard Drives

Sanitation/destruction verification records related to the disposition of computers outside of the Agency. Forms, correspondence, and other information documenting the sanitation of computer hard drives being permanently removed from Agency custody.

- a. Recordkeeping Copy: Media Neutral

CUT-OFF: At the end of the quarter

DESTROY: Five (5) years after cut-off

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.

- b. 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).
- c. 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).