

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-02-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-4-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 GALE DAVIS	5. TELEPHONE (703) 767-1038	DATE <i>6-25-02</i>	ARCHIVIST OF THE UNITED STATES <i>John 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>1</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 <i>2/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Walter A. Treary</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 GRS OR SUPERSEDED JOB CITATION	10.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)

**USAGE REPORTS, OFFICE ADMINISTRATION FILE SERIES
FOR DEFENSE CONTRACT AUDIT AGENCY**

This file code, in the Office Administration file series, is for periodic reports made to commercial concerns identifying the usage that is being made of leased office equipment, such as ~~copies~~ *copiers*.

cc Agency, NR, NWMW

USAGE REPORTS, OFFICE ADMINISTRATION FILE SERIES
FOR DEFENSE CONTRACT AUDIT AGENCY

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100.7 Usage Reports. Reports related to the usage of office equipment and machines that ~~is~~ used to determine the payment to a vendor for leased/rented items. ~~is~~ ^{are}

1. TEMPORARY RECORD. Destroy/delete when 3 years old

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

2. TEMPORARY RECORD. Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

3. TEMPORARY RECORD. Destroy/delete when dissemination, revision, or updating is completed.