

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-02-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>9-19-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>3</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>Jody 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 GRS OR SUPERSEDED JOB CITATION	10.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)

REVIEW AND ANALYSIS, GENERAL PURPOSE SURVEYS, OFFICE REVIEWED, AND
REGIONAL HEADQUARTERS VISITS TO FAOs

FOR DEFENSE CONTRACT AUDIT AGENCY

The file series Review and Analysis has two file codes with a disposition of destroy, "When next comparable visit or upon deactivation of the FAO, whichever is earlier." These are 220.3.c, General Purpose Surveys, Office Reviewed, and 220.5, Regional Headquarters Visits to FAOs. With the reductions in travel and the changing programs, these records could end up being retained for an indefinite period of time.

cc Agency, NR nwmw

REVIEW AND ANALYSIS, GENERAL PURPOSE SURVEYS, OFFICE REVIEWED, AND
REGIONAL HEADQUARTERS VISITS TO FAOs
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d. Other Copies of Survey.

CUT-OFF: End of Quarter
DESTROY: After 3 years
AUTHORITY: Non-Record

220.5 Regional Headquarters Visits to FAOs. Documents relating to planning and accomplishing visits to FAOs by representatives of the Regional Headquarters to render assistance or to make overall evaluation of the operations.

TEMPORARY RECORD.

CUT-OFF: When next comparable review completed or upon discontinuance of office, whichever is earlier
DESTROY: When cut-off
AUTHORITY: NC-372-75-1

The electronic mail and word processing system copies are dispositioned under N9-372-00-1.

PROPOSED

220.3 General Purpose Surveys. Report of survey; documents relating to actions initiated by findings in the report; requests for corrective action; and subsequent responses to surveys performed by Headquarters, DCAA.

c. Office Reviewed.

1. TEMPORARY RECORD. Destroy/delete when 5 years old

REVIEW AND ANALYSIS, GENERAL PURPOSE SURVEYS, OFFICE REVIEWED, AND
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CURRENT

220.3 General Purpose Surveys. Report of survey; documents relating to actions initiated by findings in the report; requests for corrective action; and subsequent responses to surveys performed by Headquarters, DCAA.

a. Office Performing Survey.

PERMANENT RECORD.

Recordkeeping copy, paper

Electronic copies, delete 1 year after revision, update or cancellation

CUT-OFF: End of Year

RETAIN: For 5 years

TRANSFER: To Federal Records Center

CUT-OFF: After 20 years

TRANSFER: To National Archives

AUTHORITY: NC-372-75-1

b. Team Members From Other Offices.

TEMPORARY RECORD.

CUT-OFF: End of Quarter

DESTROY: After 5 years

AUTHORITY: NC-372-75-1

c. Office Reviewed.

TEMPORARY RECORD.

CUT-OFF: When next comparable review completed or upon discontinuance of office, whichever is earlier

DESTROY: When cut-off

AUTHORITY: NC-372-75-1

REVIEW AND ANALYSIS, GENERAL PURPOSE SURVEYS, OFFICE REVIEWED, AND
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220.5 Regional Headquarters Visits to FAOs. Documents relating to planning and accomplishing visits to FAOs by representatives of the Regional Headquarters to render assistance or to make overall evaluation of the operations.

2 TEMPORARY RECORD. Destroy/delete when 3 years old

Since the records are the same, the electronic mail and word processing system records would continue to be disposition under N9-372-00-1.