

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Job Number

**NI-372-11-1**

Date Received

**8/17/11**

1 From (Agency or establishment)

**Defense Contract Audit Agency**

2 Major Subdivision

**Internal Review**

3 Minor Subdivision

### 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

**Michael McVay**

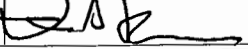
5 Telephone (include area code)

**703-767-1025**

Date

**17 Jun 12**

Archivist of the United States



### 6 Agency Certification

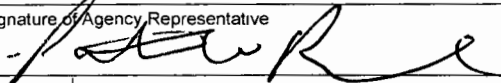
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required

is attached

has been requested

Signature of Agency Representative



Title

**Chief, Administrative Division**

Date (mm/dd/yyyy)

**06/28/2011**

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

Attached

372-01-004

## INTERNAL REVIEW

This is the addition of a new file code to recognize records related to complaints submitted to the Department of Defense (DoD) Hot Line relative to the Defense Contract Audit Agency (DCAA), other complaints received by any communications media, and referrals to outside agencies

900 Internal Review Relates to functions performed by offices administering programs involving Internal Review Directorate (IRD) processes and procedures

~~900 1 General Documents relating to Internal Review (IR) which due to their general nature cannot logically be filed elsewhere in the 900 series (Destroy or delete after 2 years old)  
GRS 23 1~~

900 2. Office Internal Management Records relating to the internal management of the office including responsibilities of individuals and subelements of the office, standard operating procedures, and similar office administration records (Destroy when 2 years old) GRS 23 1

900 3 Transitory Files Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value (Destroy or delete immediately or when no longer needed for reference, or according to a predetermined time period or business rule) GRS 23 7

900 4 Suspense Files Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date

a A note or other reminder to take action

(Destroy after action is taken) GRS 23 6 a

b The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected

(Withdraw documents when reply is received (1) If suspense copy is an extra copy, destroy immediately (2) If suspense copy is the file copy, incorporate it into the official files)

~~GRS 23 6 b~~

900 5 Schedule of Daily Activities Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal

- ~~a Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files. EXCLUDING records relating to the official activities of high Government officials [See note after item 5a ]~~

~~Destroy or delete when 2 years old GRS 23 5 a~~

~~[NOTE High level officials include the heads of departments and independent agencies, their deputies and assistants, the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners, directors of offices, bureaus, or equivalent, principal regional officials, staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants, and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA (N1-GRS-87-19 item 5a Note)]~~

- ~~b Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files~~

~~(Destroy or delete when no longer needed for convenience of reference) GRS 23.5.b~~

900 6 Policies and Procedures Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on Internal Review matters, including copies of interim policy statements issued prior to publication in official DCAA numbered policy publications

a Issuing Office (Upon supersession or obsolescence, place in inactive file (Destroy or delete after 10 years )

b Other Offices (Destroy or delete when superseded or canceled)

900 7 Hotline Case Files Correspondence, preliminary investigations, and memoranda of telephone conversations, faxes, e-mails, anonymous tips, received by Internal Review from various outlets (DoD Hotline, DCAA employees, etc )

a Closed Case Files Includes anonymous or vague allegations not warranting an investigation (Destroy or delete after 2 years)

b Referred Includes matters referred to U S Office of Special Counsel (OSC) or the DoD Inspector General (DODIG) for handling, and support files providing general information that may prove useful in the investigation Cutoff at Closure, (Destroy or delete after 10 years)

c Completed Case Files Complaint files, inquires, replies, comments and other documents relating to the investigation of non-criminal allegations of misconduct and mismanagement

(1) Final Report (Destroy or delete when 10 years old)

(2) Work papers and background material (Destroy or delete when 10 years old)

900 8 Case File Tracking and Control Records Records used to control tracking or documenting the status of case files, and reports (Destroy or delete 10 yrs after final report)

900 10 Office Reference Files which are comprised of extra copies of papers, publications, and other records which are maintained for reference rather than for documenting the official mission assigned to the office (Destroy when superseded, obsolete, or upon discontinuance of the office) ~~NC 372-75-1~~

~~900 11 Electronic Mail Records~~

~~Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes Disposition Delete from the e-mail system after copying to a recordkeeping system (e.g. Livelink) NOTE Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required (GRS 20, Item 44)~~