

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1372-91-1

DATE RECEIVED

12-3-90

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Defense Contract Audit Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Kathy Windsor

5. TELEPHONE EXT.

(703) 274-4400

DATE

2/2/91

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

11/27/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

D. TITLE

Assistant Director, Resources

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Field Audit Office Administrative Manual
File Series for
Defense Contract Audit Agency

The 4 items described on the attached page provide for the disposition of records created or received while managing the Defense Contract Audit Agency's Field Audit Office (FAO) Administrative Manual. The purpose of the FAO Manual is to assist in training new administrative employees and to provide a ready reference guide for experienced personnel.

Copies sent to Agency, NCF 4/4/91

<u>Item No.</u>	<u>Description</u>
	543 <u>Field Audit Office Administrative Manual (temporary)</u> . Records relating to the economical and efficient management of the Field Audit Office (FAO) Administrative Manual.
1	543.1 <u>General (temporary)</u> . Documents relating to the FAO Administrative Manual which due to their general nature, cannot logically be filed elsewhere in the 543 series. ALL OFFICES: Retain until disposition instructions are approved by NARA and published as a revision to this manual. Agency recommending destruction after 2 years.
2	543.2 <u>Policies and Procedures (temporary)</u> . Documents relating to the development, preparation, issuance, and interpretation of material in or proposed for inclusion in the FAO Administrative Manual including copies of interim policy and procedures statements issued prior to publication in official DCAA numbered policy publications. ISSUING OFFICE: Retain until disposition instructions are approved by NARA and published as a revision to this manual. Agency recommending upon supersession or obsolescence, place in inactive file. Destroy after 10 years. OTHER OFFICES: Retain until disposition instructions are approved by NARA and published as a revision to this manual. Agency recommending Destroy when superseded or cancelled.
3	543.3 <u>Recurring Reports and Information Requirements (temporary)</u> . Recurring reports and one-time information requirements relating to the FAO Administrative Manual. ALL OFFICES: Retain until disposition instructions are approved by NARA and published as a revision to this manual. Agency recommending destruction after 3 years.
4	543.4 <u>Reference Files (temporary)</u> . Files relating to the FAO Administrative Manual consisting of extra copies of documents which duplicate the official record copy filed elsewhere, rough drafts, notes, workpapers, and other related material being held for reference. ALL OFFICES: Retain until disposition instructions are approved by NARA and published as a revision to this manual. Agency recommending destruction when superseded, obsolete, or no longer needed for reference, whichever is earlier.