

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-372-93-1	DATE RECEIVED 3/18/93
1 FROM (Agency or establishment) Defense Contract Audit Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Windsor, CMR	5. TELEPHONE 703-274-4400	DATE 6-19-93	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peterson</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 one 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; or  has been requested.

DATE 3/15/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>John van Santen</i>	TITLE Assistant Director, Resources
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	The one item described modifies the Agency's Files Maintenance and Disposition Manual (DCAAM 5015.1) file code 275.3 entitled Committee Management Case Files. This modification provides a standard files disposition for intra-agency committee files such as those generated by the Total Quality Management (TQM) program and the various Process Action Teams (PATs). It also accommodates other current or future internal Agency committee files.		
1.a.	a. <u>Interagency Committee Files</u> : Documents relating to the establishment, organization, membership, operations, and dissolution of joint, inter-departmental, interagency, or interservice committees, such as Federal Executive Boards, etc., EXCLUDING committees specifically identified under a related secondary function.		
1.a.1.	1. WHEN DCAA HOLDS CHAIRMANSHIP: Permanent.		
1.a.2.	2. INDIVIDUAL MEMBERS: Destroy 5 years after termination of participation.		
	275.3 Committee Files.	275.3 NC-372-75-1	

- 1.b.           b. Intra-agency Committee Files: Documents relating to the establishment, organization, membership, and operations of intra-agency committees, excluding committees specifically covered under other sections of the DCAA Files Maintenance and Disposition Manual (example: 730.8 Audit Policy Committee Representation).
  
- 1.b.1.           1. DCAA OFFICE WHICH HOLDS CHAIRMANSHIP: Destroy after 10 years, except for routine background material, which should be destroyed when no longer needed.
  
- 1.b.2.           2. OTHER OFFICES: Destroy when no longer needed.