

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
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
Kay W. Rice, CMR

5. TELEPHONE
703-274-4400

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-372-94-1

DATE RECEIVED
9/20/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *10/14/94* ARCHIVIST OF THE UNITED STATES
Candice Hudkins Peterson

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 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, 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 *10/25/93* SIGNATURE OF AGENCY REPRESENTATIVE *M. Koy* 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>The one item described modifies the Agency's Files Maintenance and Disposition Manual (DCAAM 5015.1) file code 322.5 entitled DCAI Courses. Government auditors must comply with the standards of the Am. Instit. of Cert. Public Accountants. AICPA training standards require that continuing professional educ. records be retained for five years. This standard has been adopted by the Agency and there is no known requirement for a longer period. Of the 320 record types listed in DCAAM 5015.1, DCAI course material is the only one requiring permanent retention - this is impractical based on the amt. of material and the infinite length of time. This modification provides a standard files disposition of the official record copy of each course manual.</p> <p>322.5 DCAI Courses</p> <p>1.a. a. The official Record Copy of each course manual, both instructor's and student's, prepared for use in courses conducted at DCAI or self-study courses administered by DCAI.</p>	322.5 5-B-3-15	

Copies sent to Agency 2/22/94

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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.a.1	1. DCAI: Destroy 5 years after revision, obsolescence, or discontinuation of the related course.		
1.a.2	2. OTHER OFFICES: Destroy when no longer needed for reference.		