

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-372-94-3

DATE RECEIVED  
7-22-94

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 5. TELEPHONE  
Bob Wohlhueter (703) 274-4400

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 2-28-95 ARCHIVIST OF THE UNITED STATES  
*Cathy*  
*Cathy Huskamp Petersen*

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 \_\_\_ 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 7/18/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>John van Santen</i>	TITLE Assistant Director, Resources, DCAA
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Telecommunications File Series for Defense Contract Audit Agency</p> <p>The two (2) items described on the attached page are added to the existing approved files disposition schedule for Telecommunications in the Defense Contract Audit Agency. These items provide for the disposition of records created or received that are not covered appropriately under the existing disposition authorities. The Telecommunications disposition schedule provides for the disposition of records relating to the utilization of telecommunications systems.</p> <p><i>Copy sent to agency 3/4/95</i></p>		

Item No.	Description of Item and Proposed Disposition
1.	520.10 Telephone Credit Cards
1.a.	Documents relating to the justification, card receipt and number control, and certification of destruction of the credit card.
1.a.1.	ISSUING OFFICE: Destroy after GAO audit or when 3 years old, whichever is sooner.
2.	520.12 Mobile Telephones
2.a.	Documents relating to the justification, assignment, and certification of return to the Telecommunications Service Control Officer.
2.a.2.	ALL OFFICES: Upon certification of return to the Telecommunications Service Control Officer, place in inactive file. Destroy after 2 years.