

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-372-95-1	DATE RECEIVED 12-22-94
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bob Wohlhueter	5. TELEPHONE 703-274-4400	DATE 4/3/95	BY ARCHIVIST OF THE UNITED STATES <i>James W. Moore</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 _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/19/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>John van Danten</i>	TITLE Assistant Director, Resources, DCAA	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">Forms Files Series for Defense Contract Audit Agency</p> <p>Documents relating to forms management for controlling use, standardization, construction, number, and distribution.</p> <p>Reference GRS 16.3.a. & 16.3.b.</p> <p>Request an exception to the use of the referenced GRS items. The specified retention periods are excessive to the needs of the Agency. The Agency is concerned with whether the form is collecting the necessary information in the most efficient and effective manner and not with the history of the form. Thus, request the following be approved for use in DCAA.</p> <p>See Attached</p>		

Copy sent to Agency 4/11/95

Defense Contract Audit Agency

Item
No.

1. 560.4 Forms Management Files
 - 1.a. Documents accumulated in offices relating to the creation, coordination, approval, completion instructions, scope, purpose, and cancellation of a form.
 - 1.a.1 ALL OFFICES: Cut off completed actions at the end of current year. Destroy after 2 years.

Recurring Reports Files Series for Defense Contract Audit Agency

Relates to the management of the reports management program which is designed to control reports; provide that reports are adequate, necessary, accurate, and timely; eliminate unnecessary reports; and standardize necessary related materials and procedures.

Reference GRS 16.6.

Request an exception to the use of the referenced GRS. The retention period, 2 years after the report is discontinued, is excessive to the needs of the Agency. The Agency is concerned with whether the report is collecting the necessary information in the most efficient and effective manner and not with the history of the report. Thus, request the following be approved for use in DCAA.

2. 565.3 Reports and Information Requirements Files
 - 2.a. Documents accumulated which reflect actions taken relating to a created or proposed DCAA recurring report. Included are applications for approval of reports, copies of pertinent directives and forms, or reference thereto, studies, correspondence relating to interpretation of instructions or procedures, and similar documents.
 - 2.a.1. ALL OFFICES: Cut off completed actions at the end of current year. Destroy after 2 years.