

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 11-372-96-1	DATE RECEIVED 10-06-95
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 5-2-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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,
 is not required; is attached; or has been requested.

DATE 9/27/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>N. Koga</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 GRS OR SUPERSEDED JOB CITATION	10.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>Internal Management Control File Series for Defense Contract Audit Agency</p> <p>The three (3) items described on the attached page are for establishment of a files disposition schedule for Internal Management Control in the Defense Contract Audit Agency. Two (2) of the items, numbers 1 and 3, provide for the disposition of records created or received that are not covered appropriately under the existing disposition authorities provided in the General Records Schedules. The requested disposition authority is in keeping with the approved disposition authority for like type records in other File Series within the Defense Contract Audit Agency. The remaining item, number 2, provides for a longer retention period since the Director's Annual Statement of Assurance, administered by the Executive Officer, documents the results of reviews and evaluations of accounting and administrative controls to prevent waste, fraud, and mismanagement in support of OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act.</p>		

MAY - 2 1996 *MAR*
Copy to Agency

Item No.	Description of Item and Proposed Disposition
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1. 221.1 General

1.a. Documents relating to review and analysis which, due to their general nature, cannot logically be filed elsewhere in the 221 series

1 a 1 ALL OFFICES: Destroy after 2 years

withdrawn
2. ~~221.6 Annual Report~~ *GAS 16, Item 14d*

2.a. Director's Annual Statement of Assurance and input annual reports and assurance statements of HPSEs, regions, Field Detachment, and DCAI

2.a.1 EXECUTIVE OFFICE: ~~Permanent.~~ *10 YEARS, THEN DESTROY.*
OTHER OFFICES: 4 YEARS, THEN DESTROY.

~~3. 221.7 Reference Files~~

withdrawn
Files relating to the general field of internal control consisting of extra copies of documents which duplicate the record copy filed elsewhere; rough drafts, notes, workpapers, and other material being held for reference

3.a.1. ALL OFFICES: Destroy when superseded, obsolete, or no longer needed for reference, whichever is earlier