

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-372-99-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-28-99</i>	
1. FROM (Agency or establishment)  DEFENSE CONTRACT AUDIT AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  BOB WOHLHUETER	5. TELEPHONE  703-767-1036	DATE <i>2-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>1</u> 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, XX is not required; is attached; or has been requested.			
DATE <i>5/27/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)

Historical File Series for  
Defense Contract Audit Agency

The following represents a revision to the description for the DCAA Chronological File, File Code 290.4. The revision is intended to restrict the DCAA Chronological File to items of permanent and significant value. As originally written in 1975, the DCAA Chronological File included a copy of each document sent outside of the Headquarters, without regard to the level of the person signing the document. A number of these items deal with routine matters such as obtaining support in form of janitorial services, move of telephones, etc. While of significance at the time they were produced, their retention for 25 or more years does not appear warranted.

*cc Agency, NWMD, NR*

Defense Contract Audit Agency

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Revised Description

NC-372-75-1

290.4 DCAA Chronological File. A chronological file of outgoing correspondence.

- a. Correspondence signed personally by the DCAA Director or Deputy Director and copies of letters dispatched at lower levels that are designated by the DCAA Director or Deputy Director as significant. Disposition: Permanent. *Retire records per DCAM 5015.1 4-1c. (10) cut-off instructions. Transfer to the National Archives 30 years after cutoff.*
- b. All other correspondence going outside of the Headquarters. Disposition: Destroy after 3 years.

~~Old Description~~

~~290.4 DCAA Chronological File. A copy of all correspondence to addressees outside Headquarters, DCAA.~~

~~Disposition: Permanent~~

*DCAA  
concurance  
of DCAA transfer  
instructions  
1-31-2000  
B. Wohlhafer  
& Genovese*

**Defense Contract Audit Agency**

1

**Revised Description**

NC-372-75-1

290.4 DCAA Chronological File. A chronological file of outgoing correspondence signed personally by the DCAA Director or Deputy Director and copies of letters dispatched at lower levels that are designated by the DCAA Director or Deputy Director as significant.

Disposition: Permanent

**Old Description**

290.4 DCAA Chronological File. A copy of all correspondence to addressees outside Headquarters, DCAA.

Disposition: Permanent

2.

Electronic copies:

Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Destroy/delete within 180 days after the recordkeeping copy has been produced.)

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Destroy/delete when dissemination, revision or updating is completed.)