REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N9-372-00-1
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED DEC 17 1999
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
BOB WOHLHUETER	703-767-1036	3-15-01	John W. Carlin

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 51 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/10/99	N Koza	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

DEFENSE CONTRACT AUDIT AGENCY

This implements NARA Bulletin 99-04, Subject: Scheduling electronic copies of program records and administrative records not covered by the General Records Schedules (GRS), dated 25 March 1999

MAR 21 2001

Copy to: agency, NWMWA

DEFENSE CONTRACT AUDIT AGENCY

OFFICE ADMINISTRATION

100 OFFICE ADMINISTRATION

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 23 & NC-372-75-1

FACILITIES AND SPACE ADMINISTRATION

110 FACILITIES AND SPACE ADMINISTRATION

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS11 & NC-372-75-1

SUPPLY AND PROPERTY ADMINISTRATION

120 SUPPLY AND PROPERTY ADMINISTRATION

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 3, 4, 18, & NC-372-75-1

SAFETY PROGRAM

130 SAFETY PROGRAM

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 1 & NC-372-75-1

ENVIRONMENT AND ENERGY CONSERVATION

140 ENVIRONMENT AND ENERGY CONSERVATION

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

SECURITY AND INTELLIGENCE

150 SECURITY AND INTELLIGENCE

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 18 & NC-372-75-1

INFORMATION SECURITY

151 INFORMATION SECURITY

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 18 & NC-372-75-1

PERSONNEL SECURITY

152 PERSONNEL SECURITY

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 18 & NC-372-75-1

PHYSICAL SECURITY

153 PHYSICAL SECURITY

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 18 & NC-372-75-1

TRAVEL AND TRANSPORTATION

160 TRAVEL AND TRANSPORTATION

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 9 & 10 and NC-372-75-1

PLANNING AND REVIEW

205 PLANNING AND REVIEW

Permanent

205 2 DCAA Advisory Council
a Executive Office
205 3 DCAA Annual Report
a HQ Office of Primary Responsibility
205 4 DCAA Executive Conferences
a Executive Office
205 7 Staff Meetings
a Director, DCAA

Disposition Schedule NC-372-75-1

Electronic copies Delete after 3 years

Temporary

205 1 General
205 2 DCAA Advisory Council
b Other Offices
205 3 DCAA Annual Report
b Other Offices
205 4 DCAA Executive Conferences
b Other Offices
205 5 Annual Report of the Secretary of Defense
a HQ Office of Primary Responsibility
b Other Offices
205 6 Regional and FAO Conferences
205 7 Staff Meetings
b Regional Director
c Other Offices
205 8 Other Conferences and Meetings
205 9 Delegations of Authority
205 10 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1 and N1-372-95-3

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)

PREPAREDNESS PLANNING

210 PREPAREDNESS PLANNING

Permanent

210 2 Emergency Planning
a Security Officer, DCAA

Disposition Schedule NC-372-75-1

Electronic copies Preparing office, delete 1 year after revision, update, or cancellation

Temporary

210 1 General
210 2 Emergency Planning
b Regional Security Control Officers
c Other Offices
210 3 Tests and Exercises
210 4 Fire Evacuation Plans
210 5 Bomb Threat Plans
210 6 Serious Incident Reports
210 7 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 18 & NC-372-75-1

Electronic copies

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REVIEW AND ANALYSIS

220 REVIEW AND ANALYSIS

Permanent

220 3 General Purpose Surveys
a Office Performing Survey
220 4 Special Studies and Analyses
a Headquarters Office Performing Survey

Disposition Schedule NC-372-75-1

Electronic copies

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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)

Temporary

220 1 General
220 2 Policies and Procedures
220 3 General Purpose Surveys
b Team Members from Other Offices
c Office Reviewed
d Other Copies of Survey
220 4 Special Studies and Analyses
b Regional Office Performing Survey
c Other Copies
220 5 Regional Headquarters Visits to FAOs
220 6 Functional Surveys and Reviews
220 7 Scheduling
220 8 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

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INTERNAL MANAGEMENT CONTROL

221 INTERNAL MANAGEMENT CONTROL

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS 14, 16 and N1-372-96-1

EXTERNAL INSPECTIONS AND INVESTIGATIONS

225 EXTERNAL INSPECTIONS AND INVESTIGATIONS

Permanent

225 1 Congressional Investigations and Hearings
a Headquarters Office of Primary Responsibility

Disposition Schedule NC-372-75-1

Temporary

225 1 Congressional Investigations and Hearings
b Other Offices
225 2 General Accounting Office Investigations and Audits
225 3 Office of Secretary of Defense Inspections
225 4 Inspector General
225 5 Reference Files
225 6 General Services Administration Investigations and Audits

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1 and N1-372-94-2

Electronic copies

Electronic Mail and Word Processing System Copies
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ECONOMIC ANALYSIS

230 ECONOMIC ANALYSIS

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

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LEGAL MATTERS

240 LEGAL MATTERS

Permanent

240 3 Legal Opinions
a Counsel
240 6 Standards of Conduct, Conflict of Interest
a Counsel

Disposition Schedule NC-372-75-1

Temporary

240 1 General
240 2 Statements of Employment and Financial Interests
240 3 Legal Opinions
b Other Offices
240 4 Recurring Reports and Information Requirements

240 5 Reference Files
240 6 Standards of Conduct, Conflict of Interest
b Other Offices

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule GRS1 and NC-372-75-1

Electronic copies

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INTERAGENCY AND INTERNATIONAL LIAISON

250 INTERAGENCY AND INTERNATIONAL LIAISON

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

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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)

LEGISLATIVE AND CONGRESSIONAL

260 LEGISLATIVE AND CONGRESSIONAL

Permanent

260 3 Legislation
a Counsel (If proposed by DCAA)

Disposition Schedule NC-372-75-1

Electronic copy Responsible office, delete 1 year after final action on the proposed legislation

260 4 White House Correspondence
a Headquarters Office of Primary Responsibility
260 5 Comrnittee Correspondence
a Headquarters Office of Primary Responsibility

Disposition Schedule NC-372-75-1

Electronic copy Responsible office, delete 1 year after final action

Temporary

260 1 General
260 2 Policies and Procedures
260 3 Legislation
a Counsel (If proposed by others)
b Other Offices
260 4 White House Correspondence
b Other Offices
260 5 Committee Correspondence
b Other Offices
260 6 Congressional Correspondence
260 7 Reference Files

Recordkeeping copy· Current format, paper
Proposed format media neutral

Disposition Schedule NC-372-75-1

Electronic copy

Electronic Mail and Word Processing System Copies
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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)

ORGANIZATION AND FUNCTIONS

270 ORGANIZATION AND FUNCTIONS

Permanent

270 1 Defense Contract Audit Agency
a Headquarters Office of Primary Responsibility
270 2 Headquarters, DCAA
a Headquarters Office of Primary Responsibility
270 3 Regional Headquarters
a Headquarters Office of Primary Responsibility
270 4 Field Audit Offices
a Headquarters Office of Primary Responsibility

Disposition Schedule NC-372-75-1

Electronic copies Activity responsible for maintaining organization publication, retain copy(ies) until organization is changed, renamed, or discontinued

Temporary

270 3 Regional Headquarters
b Regional Office of Primary Responsibility

270 4 Field Audit Offices
b Regional Office of Primary Responsibility
FAO

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies Activity(ies) providing input, retain copy(ies) until next update is provided and published

Temporary

270 1 Defense Contract Audit Agency
b Other Offices
270 2 Headquarters, DCAA
b Other Offices
270 3 Regional Headquarters
c Other Offices

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies Destroy when superseded, obsolete, or no longer needed for reference

270 5 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

Electronic Mail and Word Processing System Copies
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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)

COMMITTEE MANAGEMENT

275 COMMITTEE MANAGEMENT

Permanent

275 3 Committee Files
a Interagency Committee Files
(1) When DCAA Holds Chairmanship

Disposition Schedule NC-372-75-1

Electronic copies Responsible office, delete after 5 years
Other offices, delete after 1 year

Temporary

275 1 General
275 2 Policies and Procedures

275 3 Committee Files
a Interagency Committee Files
(2) Individual Members
b Intra-agency Committee Files
275 4 Recurring Reports and Information Requirements
275 5 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1 and N1-372-93-1

Electronic copies

Electronic Mail and Word Processing System Copies
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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)

MANAGEMENT IMPROVEMENT

280 MANAGEMENT IMPROVEMENT

Permanent

280 5 Recurring Reports and Information Requirements
Headquarters Office of Primary Responsibility

Disposition Schedule NC-372-75-1

Electronic copies

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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)

Temporary

280 1 General
280 2 Policies and Procedures
280 3 Management Surveys

280 4 Project Files
280 5 Recurring Reports and Information Requirements
b Other Offices
280 6 Reference Files

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

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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)

HISTORICAL FILES

290 HISTORICAL FILES

Permanent

290 1 DCAA Histories
a DCAA Historian

Electronic copies Activity responsible for maintaining history, retain copy(ies) until history is updated

Temporary

290 3 Activity Histories

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

Activity responsible for maintaining history, retain copy(ies) until history is updated
Activity(ies) providing input, retain copy(ies) until next update is provided and published
All other activities, destroy when superseded, obsolete, or no longer needed for reference

Permanent·

290 2 Planning Group Documents
a HQ - All Offices
290 4 DCAA Chronological File
a HQ Office of Primary Responsibility

290 9 Executive Staff Files

Disposition Schedule NC-372-75-1 and N1-372-99-1

Temporary

290 1 DCAA Histories
b Other Offices

Recordkeeping copy Current format, paper
Proposed format, media neutral

Disposition Schedule NC-372-75-1

Electronic copies

Activity(ies) providing input, retain copy(ies) until next update is provided and published
All other activities, destroy when superseded, obsolete, or no longer needed for reference

290 10 Historical Background and Reference Materials

Disposition Schedule NC-372-75-1

Temporary

290 2 Planning Group Documents
b Regional HQ - All Offices

Recordkeeping copy Current format, paper
Proposed format, media neutral.

290 5 Regional Manager's Chronological File
290 6 Principal Staff Element Chronological File
290 7 FAO Chronological/Reading Files
290 8 Reading Files

Recordkeeping copy Media neutral

Disposition Schedule NC-372-75-1

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.

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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.)

PERSONNEL ADMINISTRATION

301 PERSONNEL ADMINISTRATION.

Recordkeeping copy Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

POSITION CLASSIFICATION AND PAY

306 POSITION CLASSIFICATION AND PAY.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

RECRUITING AND HIRING

311 RECRUITING AND HIRING.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule GRS 1 & NC-372-75-1

CAREER MANAGEMENT

315 CAREER MANAGEMENT.

Recordkeeping copy: Current format, paper
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

TRAINING

321 TRAINING.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

LOCAL TRAINING

322 LOCAL TRAINING

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1, NC-372-75-1 and N1-372-94-1

NON-DCAA TRAINING

323 NON-DCAA TRAINING.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

PROFESSIONAL ACTIVITIES

330 PROFESSIONAL ACTIVITIES.

Recordkeeping copy. Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

INCENTIVE AND ACCOMPLISHMENT AWARDS

341 INCENTIVE AND ACCOMPLISHMENT AWARDS

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

EQUAL EMPLOYMENT OPPORTUNITY

346 EQUAL EMPLOYMENT OPPORTUNITY.

Recordkeeping copy· Current format, paper.
Proposed format, media neutral.

Disposition Schedule GRS 1 & NC-372-75-1

LABOR-MANAGEMENT RELATIONS

347 LABOR-MANAGEMENT RELATIONS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

STANDARDS OF CONDUCT

349 STANDARDS OF CONDUCT.

Recordkeeping copy. Current format, paper.
Proposed format, media neutral.

Disposition Schedule GRS 1 & NC-372-75-1

ADVERSE PERSONNEL ACTIONS

350 ADVERSE PERSONNEL ACTIONS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

EMPLOYEE COMPLAINTS, GRIEVANCES, AND APPEALS

358 EMPLOYEE COMPLAINTS, GRIEVANCES, AND APPEALS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

EMPLOYEE BENEFITS

361 EMPLOYEE BENEFITS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

DRUG-FREE FEDERAL WORKPLACE PROGRAM

367 DRUG-FREE FEDERAL WORKPLACE PROGRAM.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-89-1

PERSONNEL OPERATIONS

371 PERSONNEL OPERATIONS

Recordkeeping copy: Current format, paper
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

PROGRAM PLANNING AND EVALUATION

381 PROGRAM PLANNING AND EVALUATION.

Recordkeeping copy: Current format, paper
Proposed format, media neutral.

Disposition Schedule: GRS 1 & NC-372-75-1

MILITARY PERSONNEL

387 MILITARY PERSONNEL

Recordkeeping copy· Current format, paper.
Proposed format, media neutral.

Disposition Schedule NC-372-75-1

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.

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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.)

DCAA SAVINGS BONDS PROGRAMS

388 DCAA SAVINGS BONDS PROGRAMS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule NC-372-75-1

MORALE, WELFARE, AND RECREATION

399 MORALE, WELFARE, AND RECREATION.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule NC-372-75-1

FINANCIAL MANAGEMENT

400 FINANCIAL MANAGEMENT.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

BUDGET

410 BUDGET.

Permanent.

410.2 Budget Formulation and Presentation.
a. Headquarters Budget Office.
410.3 Manpower Requirements and Utilization Review.
a. Headquarters Budget Office.

Disposition Schedule: NC-372-75-1

Electronic copies: Delete within 6 years.

Temporary:

410.1 Budget Execution.
410.2 Budget Formulation and Presentation.
b. Other Offices.
410.3 Manpower Requirements and Utilization Review.
b. Other Offices.
410.4 Recurring Reports and Information Requirements
410.5 Cross-Service Support Agreements.
410.6 Reimbursable Audits.
410.7 Budget Program Data.
410.8 General.
410.9 Reference Files.
410.10 Electronic Mail and Word Processing System Copies

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 5 & NC-372-75-1

ACCOUNTING

420 ACCOUNTING

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule: GRS 7 & NC-372-75-1

GENERAL ACCOUNTS LEDGERS

421 GENERAL ACCOUNTS LEDGERS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 7

ALLOTMENT RECORDS

422 ALLOTMENT RECORDS.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 7

POSTING AND CONTROL MEDIA

423 POSTING AND CONTROL MEDIA

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 7

MANPOWER

430 MANPOWER.

Recordkeeping copy· Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 6 & NC-372-75-1

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)

PAYROLL LIAISON

440 PAYROLL LIAISON.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.
Disposition Schedule: GRS 2

INFORMATION SYSTEMS AND PRACTICES

PUBLIC AFFAIRS

501 PUBLIC AFFAIRS

Permanent:

501o3 Press Releases.
501o4 Published Articles.
a. File Maintained by Executive Office.
501o5 Speeches.
a. File Maintained by Executive Office.

Disposition Schedule: NC-372-75-1

Temporary:

501.1 General
501.2 Policies and Procedures.
501.4 Published Articles.
b. Other Offices.
501.5 Speeches.
b. Other Offices.
501.6 Community Relations.
501.7 Public Ceremonies.
501.8 Charitable Programs.
501o9 Blood Donor Program.
501o10 Non-Government Briefings.
501o11 Recurring Reports and Information Requirements.
501o12 Federal Register Notices.
501.13 Reference Files.
501.14 Electronic Mail and Word Processing System Copies.

Recordkeeping copy: Current format, paper
Proposed format, media neutral

Disposition Schedule: NC-372-75-1

FREEDOM OF INFORMATION AND "FOR OFFICIAL USE ONLY"

502 FREEDOM OF INFORMATION ACT (FOIA).

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 14 & NC-372=75-1

PRIVACY ACT OF 1974

503 PRIVACY ACT OF 1974.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule. GRS 14 & NC-372-75-1

INFORMATION RESOURCES MANAGEMENT

504 INFORMATION RESOURCES MANAGEMENT.

Recordkeeping copy: Current format, paper
Proposed format, media neutral

Disposition Schedule: GRS 16 & NI-372-90

FILES MAINTENANCE AND DISPOSITION

510 FILES MAINTENANCE AND DISPOSITION.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule: GRS 16 & NC-372-75-1

TELECOMMUNICATIONS

520 TELECOMMUNICATIONS.

Recordkeeping copy: Current format, paper.
Interim format, media neutral.
Proposed format, electronic.

Record Schedule: GRS 12, NC-372-75-1 and N1-372-94-3

OFFICE MACHINES

530 OFFICE MACHINES.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

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.)

PUBLICATIONS

540 PUBLICATIONS

Permanent:
540.3 Official Publications Record Set.
a. Headquarters, DCAA.

Temporary:
540.3 Official Publications Record Set.
b. Regional Headquarters.

Record Schedule: NC-372-75-1

Electronic copies·

Copy(ies) placed in electronic library, destroy when publication is superseded or cancelled.
Copy(ies) in originating office, destroy within 2 years after the publication is superseded or cancelled.
All other copies, destroy when superseded, cancelled, or no longer needed for reference.

Temporary:

540.1 General
540.2 Policies and Procedures
540.4 Publications Coordination Files.
540.5 Recurring Reports and Information Requirements.
540.6 Implementation of DoD Issuances (HQ, DCAA, ONLY).
540.7 Reference Files.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule: NC-372-75-1

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.)

PERIODICALS

541 PERIODICALS.

Permanent:

541.3 Periodicals Record Set.
a. Headquarters, DCAA.

Disposition Schedule: NC-372-75-1

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 completedo)

Temporary:

541.1 General.
541 2 Policies and Procedures.
541.3 Periodicals Record Set.
b. Regional Headquarters.
541.4 Periodical Background Material.
541.5 Recurring Reports and Information Requirements
541.6 Reference Files

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1

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.)

FIELD AUDIT OFFICE ADMINISTRATIVE MANUAL

543 FIELD AUDIT OFFICE ADMINISTRATIVE MANUAL.

In the process of being cancelled.

PRINTING AND DISTRIBUTION

545 PRINTING AND DISTRIBUTION.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 13 & NC-372-75-1

AUDIO-VISUAL AIDS

550 AUDIO-VISUAL AIDS.

550.5 Technical Material Reference.

Recordkeeping format. Media neutral.

Disposition Schedule: NC-372-75-1

Electronic copies:

Delete when obsolete, superseded, or no longer needed for reference.

550.1 General.
550.2 Policies and Procedures.
550.3 Audio-Visual Aids Case Files.
550.4 Recurring Reports and Information Requirements.
550.6 Reference Files.

Recordkeeping copy: Current format.
Proposed format, media neutral

Disposition Schedule. NC-372-75-1

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.)

FORMS

560 FORMS.

Recordkeeping copy: Current format, paper,
Proposed format, media neutral.
Disposition Schedule: NC 372-75-1 & N1-372-95-1

RECURRING REPORTS AND INFORMATION REQUIREMENTS

565 RECURRING REPORTS AND INFORMATION REQUIREMENTS.

Recordkeeping copy: Current format, paper
Proposed format, media neutral.

Disposition Schedule: NC-372-75-1 & NI-372-95-1

CORRESPONDENCE

570 CORRESPONDENCE.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule. NC-372-75-1

MAIL

575 MAIL.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 12, 14, & 23, and NC-372-75-1

AUTOMATED DATA PROCESSING (ADP) MANAGEMENT AND SERVICES

590 AUTOMATED DATA PROCESSING (ADP) MANAGEMENT AND SERVICES.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule: GRS 16 & 20 and NC-372-75-1

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.)

700 - AUDIT ADMINISTRATION, MANAGEMENT, AND POLICY/GUIDANCE/DIRECTION.

The following file codes (700.5 and 704.1) are no longer used.

Temporary:

700.5 Post Review of Technical Instructions. No longer used March 1990.

Permanent:

704 Standing Part 2, Section XV, DAR Subcommittee.
704.1 Case Files.

AUDIT ADMINISTRATION

710 AUDIT ADMINISTRATION.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-90-2

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)

AUDIT MANAGEMENT

720 AUDIT MANAGEMENT.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: GRS 20 & N1-372-90-2

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.)

AUDIT POLICY, GUIDANCE, AND DIRECTION

730 AUDIT POLICY, GUIDANCE, AND DIRECTION.

Permanent:

730.4 Special Projects/Audits.
a. Headquarters Office of Primary Responsibility.
730.8 Audit Policy Committee Representation.
a. Headquarters Participating Element for Interagency Committees for which DCAA is the Secretariat.

Disposition Schedule· N1-372-90-2

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.

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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.)

Temporary:

730.1 General.
730.2 Reference Files.
730.3. a. Formulation and Guidance.
730.3 b. Policy Interpretation and Issuance.
730.4 Special Projects/Audits.
b. Regional Office of Primary Responsibility.
c All Other Offices.
730.5 Technical Programs.
730.6 Coordination of Technical Audit Matters with Non-DCAA Organizations.
730.7 Board of Contract Appeals (BCA) Files.
730.8 Audit Policy Committee Representation
b. Headquarters Participating Element(s) for all Other Committees.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-90-2

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.

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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.)

800~~0~~ CONTRACT AUDIT CASE FILES AND SERVICES

CONTRACTOR FILES

810 CONTRACTOR FILES.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral

Disposition Schedule: N1-372-90-2

Electronic copies Delete upon completion of the assignment.

CONTRACT AUDIT ASSIGNMENT/CASE FILES

820 CONTRACT AUDIT ASSIGNMENT/CASE FILES.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-90-2

PROCUREMENT LIAISON

840 PROCUREMENT LIAISON.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-90-2

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.

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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.)

OTHER AUDIT SERVICES

850 OTHER AUDIT SERVICES.

Recordkeeping copy: Current format, paper.
Proposed format, media neutral.

Disposition Schedule: N1-372-90-2

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.)