

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N9-372-00-1</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>DEC 17 1999</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>3-15-01</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Paul</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 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 <i>9/10/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Koya</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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

*[Handwritten signature]*

**MAR 21 2001**

*Copy to: agency, NWMWA*

**DEFENSE CONTRACT AUDIT AGENCY**

**OFFICE ADMINISTRATION**

**OFFICE ADMINISTRATION**

Recordkeeping copy Current format, paper  
Proposed format, media neutral  
Disposition Schedule GRS 23 & NC-372-75-1

**FACILITIES AND SPACE ADMINISTRATION**

**FACILITIES AND SPACE ADMINISTRATION**

Recordkeeping copy Current format, paper  
Proposed format, media neutral  
Disposition Schedule GRS11 & NC-372-75-1

**SUPPLY AND PROPERTY ADMINISTRATION**

**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**

**SAFETY PROGRAM**

Recordkeeping copy Current format, paper  
Proposed format, media neutral  
Disposition Schedule GRS 1 & NC-372-75-1

130

120

110

100

**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

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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

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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

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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 Committee 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

##### 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.)

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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## 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:

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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:

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### **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 completed)

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 & NI-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: NI-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.)

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.

- 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.)

**800G 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.

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.)

## **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.)