

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-506-02-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-22-02</i>	
1. FROM (Agency or establishment) Defense Commissary 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Staff Support Office (SS)			
3. MINOR SUBDIVISION Internal Review and EEO			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall	5. TELEPHONE NUMBER 804-734-8817	DATE <i>7-26-02</i>	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 <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4-18-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue W. Hall</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Internal Review Records "Recordkeeping Copy: Media Neutral"		
<i>2</i>	EEO Records "Recordkeeping Copy: Media Neutral"		
<i>cc Agency, NR, NAWM</i>			

5-8 *INTERNAL REVIEW. These records concern authority, responsibilities, organization, and policies relating to auditing services within DeCA.*

5-8a1&2 GRS

5-9 **INTERNAL REVIEW REPORT FILES.** Documents relating to review and examination of operations to insure proper protection of assets; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and staff offices making review of their subordinate commands, and supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.

1. (1) HQ: **DEST** after 10 years. COFF end of FY in which all necessary actions pertaining to the report are completed, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

2. (2) Regions, CDC, BU, commissaries: **DEST** after next comparable review).

(3) 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 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

3. 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

4. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-10 **INTERNAL REVIEW SUPPORTING DOCUMENTS FILES.** Reports, correspondence, and related background information, which serves as feeder material for the internal review reports covered by item 5-9. These files accumulate as a result of: Commands making review of their own operations. Supervisory and staff offices making review of their subordinate commands. Supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related correspondence.

5. (1) HQ: **DEST** after 5 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

6. (2) Regions, CDC, BU, commissaries: **DEST** after next comparable review.

(3) 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 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are

maintained for updating, revision, or dissemination.

7. 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

8. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-12 GAO AUDIT REPORTING FILES. Information on reports of audit made by the GAO. Included are notices of intent to audit; copies of documents furnished to GAO representatives; copies of tentative findings and recommendations; advance notice of major findings; reports of major findings; reports of exit conferences; draft, final and follow-up progress reports, and comments on these reports; and related information.

9. (1) HQ: **DEST** after 10 years, except that GAO draft reports may be destroyed on receipt of final report. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

10. (2) Regions, CDC, BU, commissaries: **DEST** after 3 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(3) 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 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

11. 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

12. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-13 DODIG, AND DCAA AUDIT REPORTING FILES. Information on reports of audits conducted by the Department of Defense Inspector General (DODIG) and Defense Contract Audit Agency (DCAA). Included are notices of intent to audit, pre-audit surveys, tentative findings and recommendations, audit reports and command comments, and other official correspondence and related information.

13. (1) HQ: **DEST** 10 years after all necessary actions pertaining to the report are completed. Once report is completed, COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

14. (2) Regions, CDC, BU, commissaries: **DEST** 2 years after all necessary actions pertaining to the report are completed. Once report is completed, COFF end of FY, maintain in CFA for 2

years and DEST.)

(3) 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 schedule. 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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16. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-1 EQUAL EMPLOYMENT OPPORTUNITY (EEO). These records pertain to the monitoring and evaluation of the Equal Employment Opportunity Program and Special Emphasis programs, and management of the DeCA EEO Awards Program.

5-1a&b GRS

5-2 GRS

5-3 GRS

5-4 EEO INSTRUCTIONS. Documents used for establishing operating instructions for EEO program throughout the agency.

or when superseded or obsolete, whichever is applicable.

17. (1) DEST after 5 years ^A COFF end of CY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

*modified
with agency's
concurrent
5/8/02 tea*

(2) Electronic Mail and Word Processing Systems 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 schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

18. 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. DEST/delete within 180 days after the recordkeeping copy has been produced.

19. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DEST when dissemination, revision, or updating is complete.

5-5 AFFIRMATIVE EMPLOYMENT

5-5a GRS

5-5b GRS

5-6 GRS

5-7 SPECIAL EEO PROGRAMS. Material/exhibits related to Woman's Equality, Black History Month, Hispanic, People with Disabilities/Handicaps, Asians, American Indian, Federal Women's Month and other scheduled events.

20. (1) HQ, Regions: DEST when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing Systems 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 schedule. 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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22. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is complete.

5-8 EEO AWARDS PROGRAM. Information reflecting the recommendation, evaluation and approval or disapproval of awards for achievement in the DeCA EEO program. Included are certificates, citations and other similar or related documents.

23. (1) HQ: **DEST** approved awards after 5 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**. **DEST** disapproved awards after 2 years. COFF end of FY, maintain in CFA for 2 years and **DEST**.

24. (2) Electronic Mail and Word Processing Systems 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 schedule. 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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26. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is complete.