

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AF4-87-1	DATE RECEIVED 10/7/86
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 USC 3303a the disposal request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5 TELEPHONE EXT. 694-3494	DATE 10/24/86	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 29 SEP 1986	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Records Subject to Audit or Inspection (T-175-2) (Applicable Air Force-wide) Attached is submitted for your review and approval.	NN-170-33	

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JUSTIFICATION TO ACCOMPANY SF 115 ON TABLE 175-2

The wording throughout the rules has been changed to conform with today's usage, the records are still the same. Major changes are as follows:

a. Rule 3. Change disposition to include a minimum of 2 years retention of the audit report. Then destroy according to the appropriate tables that cover the audited records.

b. Rule 4. Change the disposition to include a minimum of 2 years retention for the audit report.

c. Rule 5. This rule has been added to cover a disposition of the audit reports generated as a result of "hotline" allegations.

The proposed disposition will adequately satisfy Air Force requirements. Request your favorable consideration.

TABLE 175-2

RECORDS SUBJECT TO AUDIT OR INSPECTION

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	audit	unaudited accounts or records for which the specified retention period has elapsed	located at or controlled by Air Force activities	dispose of as provided in tables covering the records.
2		accounts or records for which the specified retention period has elapsed and audit report(s) disclosed no deficiencies		
*3		accounts or records when audit report(s) disclosed deficiencies involving monies owed to the U. S. Government		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in tables covering the records, provided all collection actions are completed.
*4		accounts or records when audit report(s) disclosed deficiencies which involve suspected fraud, falsification of documents, or criminal conduct		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in tables covering the records, provided all litigation (including appeals) and disciplinary action is completed.
*5	investigations of GAO, DOD, or AF "hotline" allegations	accounts, records, supporting records and working papers not covered by rules 3 and 4		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in tables covering the records.