

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. NF-AFU-87-2	DATE RECEIVED 10/15/87
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 U.S.C. 3303, 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disposal request, including amendments, is approved, except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/4/88	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 8 page(s) are not now needed for the business of the 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 07 OCT 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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	Internal Audit and Control Records (T175-1) (Applicable Air Force-wide) The attached revised Table 175-1 is submitted for your review and approval.	NN-170-33 NCI-AFU-76-28	

175. Auditing. These tables cover records pertaining to the policies and procedures for auditing Air Force accounts, including internal audits of accounts and records covering military property, sales, appropriated funds, nonappropriated funds, real property, Air Force control system, industrial audits, verification of accounting and finance officers' accountability, and surveys of accounts and records of contractors. This series includes procedures for processing audit reports and tracking and following up on audit reports.

*TABLE 175-1

INTERNAL AUDIT AND CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	installation-level audits <i>See note 1</i>	installation reports of audit	at activities having custody of records audited	destroy with the records to which they pertain.
2			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
3			other management copies	destroy when all useful purposes have been served.
4		retained copies of installation reports of audit	at Audit Agency area audit offices	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served. (See Note).
5			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed. (See table 175-2).
6			other Audit Agency copies	destroy when all useful purposes have been served.
7		audit programs and working paper files	at Audit Agency area audit offices	destroy after 3 years provided all management actions and audit followup have been completed and all useful purposes have been served (see Note).

8	commander's audit program	commander's audit program reports of audit	held by installation commanders or their staff	destroy after all useful purposes have been served.
9			at Audit Agency area audit offices	destroy 1 year after the FY in which the report was issued provided audit followup has not been requested.
10		audit programs and working paper files		
11	public accountant audits of nonappropriated funds	public accountant reports of audit	at nonappropriated funded activities	destroy when next public accountant or Audit Agency report is issued.
12			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
13			other management copies	destroy when all useful purposes have been served.
14			at Audit Agency area audit offices	destroy after next public accountant or Audit Agency report of audit is issued.
15			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed (see table 175-2).
16			other Agency copies	destroy when all useful purposes have been served.
17	centrally directed audits	Air Force reports of audit	at activities having custody of records audited	destroy with the records to which they pertain.
18			held by MAJCOM or Air Staff OPRs/OCRs and associated audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
19			other management copies	destroy when no longer needed.

20	at Audit Agency programming divisions	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served (see Note).		
21	at other Audit Agency activities	destroy 1 year after management actions and audit followup have been completed provided all useful purposes have been served.		
22	audit programs and working paper files	at Audit Agency programming divisions	destroy after all management actions and audit followup have been completed provided at least 3 years have elapsed (see Note).	
23	at Audit Agency area audit offices	destroy after all installation management actions and local audit followup have been completed provided at least 3 years have elapsed (see Note).		
24	audit control and planning	data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit, and statistical or audit planning information and correspondence	at Audit Agency area audit offices	destroy after 5 years.
25	at Audit Agency Directorate of Operations			
26	at other Audit Agency activities	destroy when information becomes noncurrent and no longer has any useful purpose.		
27	Department of Defense reports of audit (DOD) Office of Inspector General audits	at activities having custody of records audited	destroy with the records to which they pertain.	

28		held by MAJCOM or Air Staff OPRs/OCRs and associated audit focal points	destroy 2 years after all management action have been completed (see table 175-2).	
29		at Audit Agency Directorate of Operations	destroy 5 years after the close of the FY of issue provided all useful purposes have been served.	
30		held by the Assistant Auditor General	destroy 2 years after all management actions have been completed.	
31		other management or Audit Agency copies	destroy when all useful purposes have been served.	
32	management tracking and status reporting	report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports, and supporting records	at bases, MAJCOMs, or Air Staff offices and associated audit focal points	destroy 2 years after all management actions have been completed provided all useful purposes have been served.
33		at Audit Agency Directorate of Operations and programming divisions	destroy 2 years after management actions and audit followup have been completed provided all useful purposes have been served.	
34		at Audit Agency MAJCOM representative offices and held by the Assistant Auditor General	destroy 1 year after management actions have been completed.	

NOTE: Reports of audit and related audit working papers will not be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, amounts due any agency of the federal government, or litigation to which any agency of the federal government is a party. In such instances, destroy records after subsequent audit reports disclose claims have been settled and/or all legal action (including appeals) has been completed and a total of 6 years has elapsed since the original audit report was issued.

Note 1: Audits involving wide media coverage or Congressional or public interest will be retired as permanent to the National Archives in 5 year blocks when 25-30 years old.

added per telephone conversation with Neil Vandergraaf 12/87

COMPARISON TABLE FOR NEW TABLE 175-1

OLD	NEW	CHANGE
1	1	no change
2	2	no change
2.1	3	minor change in disposition
3	4	change disp. from 6 to 5 yrs.
3.2	5	change disp. from 2 to 1 yr.
-	6 thru 23	new
5	24	no change
-	25 thru 34	new

JUSTIFICATION TO ACCOMPANY SF115 ON REVISED TABLE 175-1

The entire table has been revised to include copies of records not now covered in AFR 12-50, volume II. The comparison table explains the major changes in the new table. The new rules 3, 4, and 5 contain different dispositions than in the current directive. Changes are moderate. Rules 6 thru 23, and 25 thru 34 are new rules covering copies of records not now in AFR 12-50. They are operational in nature and are all considered disposable after a specified period of time.

The proposed disposition criteria will adequately serve Air Force requirements.

Request your favorable consideration.