

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

9 items

AFU

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED MAR 4 1976	JOB NO.
NC1-<i>AFU</i>-76-28	
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p>	
<i>4-21-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MR C. J. PHILLIPS

756-2383

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.

25 Feb 76

Herbert G. Geiger

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">INTERNAL AUDIT AND CONTROL RECORDS (TABLE 175-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise and update present Table 175-1, Internal Audit and Control Records, to reflect current policies, procedures, and requirements of the Air Force. Proposed changes were prepared by the Air Force Audit Agency (AFAA), which is the office of primary responsibility for subject records within the Air Force. Proposed changes to rules 3D and 6D reduces the retention period from permanent to 6 years.</p>	<p>NN 170-33</p>	

Copy to Agency 4-22-76 OP

4/14/76 - Changes with approval, as at request of C. Phillips (PL)

TABLE 175-1 INTERNAL AUDIT AND CONTROL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	audit records <i>(see Note 2)</i> .	retained copies of audit reports	*at the Assistant Auditor General and Audit Agency Divisions/Regions	*destroy 6 years after close of FY in which issued, provided all useful purposes have been served.
3.1			*in library at Audit Agency Headquarters	destroy 2 years after close of FY in which they were issued, provided all useful purposes have been served (see note).
3.2			*at Audit Agency Representative/Resident Office	
4		auditing support data such as shipping documents, receiving reports, statement of service, and related audit working papers	*at all Audit Agency activities	destroy 1 year after close of FY in which related audit reports were issued, provided purpose has been served (see note).
6	summary audit reports	*summaries of the findings and recommendations reported to the various Air Force levels of management by the Audit Agency	*at Audit Agency Directorate of Operations	*destroy 6 years after close of the FY in which issued, provided all useful purposes have been served.
6.1 *			at Audit Agency Directorates/Divisions/Regions which were OPR for the report	destroy after 3 years or when no longer needed, whichever is longer.

*Denotes addition or change to present table.

TABLE 175-1 INTERNAL AUDIT AND CONTROL RECORDS (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7			*at the Assistant Auditor General and Audit Agency Divisions/Regions/Representative/Resident Offices	*destroy 2 1 year after close of FY in which issued, or followup is completed, whichever is later.
7.1 *			in the library at Audit Agency Headquarters	destroy 2 years after the close of the FY to which they pertain.
8			*at Air Force activities other than the Audit Agency	destroy after 2 years, provided clearance of any irregularity is secured (see table 175-2).
<p>*Note: Civilian pay audit reports and the related workpapers will not be destroyed until 1 year after GAO audit of related pay records. However, no reports (civilian pay or others) of the related audit workpapers will be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, or amounts due any agency of the United States Government. In such instances, destroy documents after subsequent audit reports or examinations disclose appropriate action has been taken and a total of 6 years has elapsed since the issuance of the original audit report.</p>				
<p>*Denotes addition or change to present table.</p> <p><i>Note 2: Does not include management analysis reports of T178-1, R1.</i></p>				