

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK


JOB NO.

NI-AU-89-19

DATE RECEIVED

1/3/89

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

| | | |
|---------------------------------------|---|--|
| 1. FROM (Agency or establishment) | NOTIFICATION TO AGENCY | |
| Department of the Army | IAW 44 U.S.C 3303a the disposal request, | |
| 2. MAJOR SUBDIVISION | including amendments, is approved except for | |
| U.S. Army Information Systems Command | items that may be marked "disposition not | |
| 3. MINOR SUBDIVISION | approved" or "withdrawn" in column 10. If no | |
| DCSOPS (ASOP-MR) | records are proposed for disposal, the signa- | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | ture of the Archivist is not required. | |
| Walter J. Kras | DATE | ARCHIVIST OF THE UNITED STATES |
| 5. TELEPHONE EXT. | <i>9/14/91</i> |  |
| (602) 538-7448 | | |

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 2 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 x is unnecessary.

| | | |
|----------------|---------------------------------------|---------------------------------------|
| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
| <i>6/14/89</i> | <i>Ray A. Raschke</i> | Chief, Policy and Management Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED | 10. ACTION TAKEN (NARS USE) |
|-------------|--|-------------------------|-----------------------------------|
| 1 | INTERNAL REVIEW AND AUDIT FILES (formerly INTERNAL REVIEW FILES) - FN 11-7a, AR 11-7, Internal Review Background: a. Internal Review and Audit Compliance (IRAC) offices perform both audits and internal reviews which require a follow-up process to ensure recommendations are implemented. This follow-up process may take several months or years to complete. All pertinent files relating to the original and subsequent audit/reviews must be accessible until the follow-up process is completed. The proposed disposition and name change will enable all DA IRAC offices to retain necessary files until audit process is complete and to destroy the appropriate files in the current files area. b. MARKS does not indicate an approved disposition for this FN although NN-166-204, NC-AU-75-19 (Micrographics), AR 345-210 C1, (Auditing Services Files), and GRS 6-5b were periodically considered applicable. INTERNAL REVIEW AND AUDIT FILES (formerly INTERNAL REVIEW FILES) - FN 11-7a, Internal Review Description: Documents relating to review and examination of | | |

| 7. ITEM NO: | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE) |
|-------------|---|---|-----------------------------------|
| 1 | <p>operations to incur proper protection of assets; compliance with policies, procedures, and objectives; 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 subordinate commands, and supervisory and Army staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.</p> <p><u>Disposition:</u></p> <p>a. Office making the audit/review: Destroy 5 years after completion of audit/review process.</p> <p>b. Other offices: Destroy after 3 years.</p> | | |

Four copies, including original to be submitted to the National Archives and Records Administration.