

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

8/13/79

LEAVE BLANK

JOB NO
NCI-AU-79-68

DATE RECEIVED
Aug. 13, 1979

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-30-79 *Walter M. Stender*
Date acting Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ethel Littles

5. TEL. EXT.
693-1938

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|--------------------------------|---|---|
| C. DATE 8 9 MAY 1979 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER | E. TITLE Chief, Records Management Division |
|--------------------------------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| | <p>Military establishment audit files (FN 316-04). Documents created or accumulated by the US Army Audit Agency in the performance of scheduled and special audits of Department of the Army commands, installations, and activities. Included are audit reports, auditors' workpapers, survey reports, and related documents.</p> <p>NOTE. This file does not include audits of American Red Cross and Nonappropriated Funds.</p> <p align="center">Disposition</p> <p>USAAA Offices. Destroy after completion of the command reply procedures, closeout on the next succeeding audit, or 3 years after command reply procedures closeout on the current audit, whichever is sooner, except that:</p> <p>a. Files pertaining to purely administrative matters may be destroyed on completion of the command reply process.</p> <p>b. Offices furnishing information to a requester or Audit Control Point may destroy internal assist audit files 1 year after information is furnished.</p> <p>c. Survey reports and related workpapers may be destroyed when obsolete, superseded, or no longer needed.</p> | | |

*command
reply
procedures
closeout
with Ethel
Littles
10/23
cm*

5 items

*copy to acty
118-79
JK*

Request for Records Disposition Authority -- Continuation

JOB NO

PAGE OF
2 of 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|----------------|---|---------------------------|---------------------|
| | <p>d. Audit workpapers will be destroyed 1 year after completion of the command reply procedures closeout.</p> <p>Related Job NCl-AU-76-44.</p> | | |