

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

3/24/81

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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John G. Vos

5. TEL EXT.
THRU 20 MAR 81: 693-1937
AFTER 20 MAR 81: 325-6044

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

LEAVE BLANK

JOB NO.
NCI-AH-81-29

DATE RECEIVED
3-24-81

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-4-81 *Dunh Way*
Date Archivist of the United States

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 1 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: **13 Mar 81**

D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
GUY B. OLBAKER

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
1.	<p>US ARMY AUDIT AGENCY AUDIT REPORTING FILES. Files include copies of USAAA audit reports, command replies, HQDA staffing actions, follow-up and closeout actions, and related correspondence.</p> <p align="center">[FN 31G-03; 88, 16 Je 81]</p> <p><u>Disposition:</u> a. Office of The Inspector General (OTIG): Destroy after 10 years. b. Other offices: Destroy after next audit and completion of related actions or after 5 years, whichever is first.</p> <p><u>Rationale:</u> The existing standard for "Other offices", destroy after 3 years, does not provide for retention of audit reporting files for recurring audits, which may occur after the 3-year period. Amendment of the disposition standard for "other offices" as indicated above will provide for coverage of most recurring audits, and will establish a satisfactory retention for those audits which are non-recurring (there is, actually, no way to clearly identify a "non-recurring" or one-time audit; basically, all AAA audits are recurring, but for functional audits the recurrence may or may not be at the same field activity, and the cycle is not fixed).</p>		2 items