

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. NI-330-86-3	DATE RECEIVED 9-11-86
1. FROM (Agency or establishment) Office of the Secretary of Defense (OSD)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Washington Headquarters Services		In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Division (C&D)			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5. TELEPHONE EXT. 695-0970	DATE 12/15/86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bink</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 _____ 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 is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
15Jul86	H. D. NEELEY <i>H. D. Neeley</i>	OSD Records Administrator	
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 GRS OR SUPERSEDED JOB CITATION	10.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>
	Addition to OSD Administrative Instruction 15, "Records Management"		
201-07	2. Internal Management Control Program (See attached)	(New)	

4 items

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
201-07	1. Management Improvement Project Files (No Change)	(No Change)
	2. Internal Management Control Program. Documents relating to the administration and control of the Internal Management Control (IMC) Program in the OSD:	
	a. Lists of assessable units, management evaluation plans.	Destroy when superseded.
	b. Vulnerability assessments.	COFF at end of IMC cycle,* dest after 4 years.
	c. Internal control reviews, semi-annual reports, annual reports.	COFF when final corrective action completed. Dest 4 years thereafter.
	d. Annual Statements of Assurance submitted to the President and the Congress by OASD(C) MS-DMI, including backup materials.	Hold until final corrective action taken; trf to WNRC; offer to NARA 20 years thereafter.

*The current IMC cycle is two years.