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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |  | <b>LEAVE BLANK (NARA use only)</b>   |   |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408     |  | JOB NUMBER<br>N1-441-94-2  | DATE RECEIVED<br>1-13-94                    |
| 1. FROM (Agency or establishment)<br>U.S. Department of Education                 |  | NOTIFICATION TO AGENCY   |   |
| 2. MAJOR SUBDIVISION<br>Office of Inspector General                               |  | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3. MINOR SUBDIVISION<br>General Operations Staff                                  |  |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Sandra Peters &<br>Thomas A. Carter      | 5. TELEPHONE<br>202-205-9932<br>202-205-9917 | DATE   | ARCHIVIST OF THE UNITED STATES<br>Withdrawn |

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                    |   |                                |
|--------------------|---|--------------------------------|
| DATE<br>09-30-1993 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Norma Fenwick</i><br>Norma Fenwick | TITLE<br>Records Administrator |
|--------------------|---|--------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 2.          | <p><u>NON-ED OIG AUDIT REPORTS</u></p> <p>a. <u>NON ACTION AUDIT REPORTS</u> input/source document used solely to enter data elements into the audit tracking system.</p> <p>Destroy after the information has been converted to an electronic medium and verified.</p> <p>Annual Volume: 3,000 audit reports.</p> <p>b. <u>AUDIT REPORTS REQUIRING RESOLUTIONS</u></p> <p>1. Audit reports with monetary findings totaling less than \$250,000.</p> <p>Destroy 1 year after resolution.</p> <p>Annual Volume: 1,900 audit reports</p> <p>2. Audit reports with monetary findings totaling \$250,000 or more.</p> <p>Transfer to a Federal records center 1 year after resolution. Destroy</p> | N1-1-441-89-1                     | Withdrawn<br>6/20/95             |

Copy sent to Agency 6/27/95

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
|             | <p>8 years after date of resolution.</p> <p>Annual Volume: 1,500 audit reports.</p> <p>3. <u>AUDIT REPORTS UNDER APPEAL:</u></p> <p>Transfer to a Federal records center 1 year after the Department's final decision, destroy 8 years after final decision.</p> <p>Annual Volume: 75 Audit Appeals</p> <p>Filing Arrangement:</p> <p>The OIG Audit Reports are arranged in fiscal year blocks, numerically by Audit Control Numbers (ACN).</p> |                                   | <p>Withdrawn<br/>6/20/95</p>               |