

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-441-94-2	DATE RECEIVED 1-13-94
1. FROM (Agency or establishment) U.S. Department of Education		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 General Operations Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Sandra Peters & Thomas A. Carter	5. TELEPHONE 202-205-9932 202-205-9917	DATE	ARCHIVIST OF THE UNITED STATES Withdrawn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 09-30-1993	SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Fenwick</i> Norma Fenwick	TITLE Records Administrator
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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 GRS OR SUPERSEDED JOB CITATION	10.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	N1-1-441-89-1	Withdrawn 6/20/95

Copy sent to Agency 6/27/95

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

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 GRS OR SUPERSEDED JOB CITATION	10.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Withdrawn 6/20/95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