

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NC1 - 60-76-11</b>
DATE RECEIVED <b>JUN 3 1976</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>6-24-76</i> <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2 MAJOR SUBDIVISION  
Office of Management and Finance

3 MINOR SUBDIVISION  
Internal Audit Staff

4 NAME OF PERSON WITH WHOM TO CONFER  
*ASD* *5/19/76*  
Donald A. Schramek

5 TEL EXT  
376-8513

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 <i>5/21/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yam</i>	E. TITLE Chief Directives and Records Management Unit
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>INTERNAL AUDIT STAFF</u>		
1.	<p>The records described in this schedule pertain to the management and operation of the Department of Justice internal audit activities. These activities include (1) internal audits of all organizations, programs and functions, (2) investigations of EEO complaints, and (3) liaison with the General Accounting Office. Examinations of U.S. Courts were concluded as of June 30, 1974, but related records remaining in this office will eventually be transferred to the Federal Records Center and are included in this schedule.</p> <p>Internal audit records, consisting of internal audit reports, Judicial Examination reports, General Accounting Office reports. These reports are considered closed when all final actions on the report recommendations have been taken or resolved. Records to be retired in sequence by year of closing. Supporting papers, working papers, action office responses and related correspondence will be removed prior to transfer to FARC. Approximately 10 cubic feet annually. <u>SIX YEARS.</u></p> <p><u>RETAIN FOR THREE YEARS AFTER CLOSING, THEN TRANSFER TO FARC. DESTROY WHEN SIX YEARS OLD.</u></p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Equal Employment Opportunity (EEO) investigation reports includes investigative files and related correspondence. These files are considered closed three months after the investigation report is forwarded to the EEO officer.</p> <p><u>DISPOSE 3 YEARS AFTER FINAL ADJUSTMENT.</u> (This item is covered by General Records Schedule # 1, paragraph 26c, as approved by the National Archives Records Service)</p>		