

2 Feb 7 2 114

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-60-82-1
DATE RECEIVED	February 3, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Feb 12, 82
Archivist of the United States	<i>Robert M. Yahn</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Justice Management Division

3 MINOR SUBDIVISION
Audit Staff

4 NAME OF PERSON WITH WHOM TO CONFER
J. D. Scrivens
Jay D. Scrivens 1/22/82

5. TEL EXT
756-6265

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 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
1/25/82

D SIGNATURE OF AGENCY REPRESENTATIVE
Robert M. Yahn
Robert M. Yahn

E TITLE
Chief, Records Maintenance & Disposition
Section, Records Management Group/RPS/JMD

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Audit Staff</u></p> <p>The records described in this schedule pertain to the management and operation of the Department of Justice audit activities. These activities include audits of all organizations, programs and functions of the Department.</p> <p>Audit records, consisting of audit 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. Audit case files consist of the official record copy of the audit report and related work papers, correspondence, memoranda and exhibits. Approximately 20 cubic feet annually. <u>SIX YEARS.</u></p> <p><u>TWO*</u> MAINTAIN FOR THREE YEARS AFTER CLOSING. THEN TRANSFER TO FARC. DESTROY WHEN SIX YEARS OLD.</p> <p><i>* amended per DOJ request of Mar 21/83. H.W. 4/4/83</i></p>	NC1-60-76-11	1 item

MASS DATA CHANGE SHEET ATTACHED
Closed Out: 2-2-82: K.T.L. Copy to Agency
N.W. & NINE