

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-065-03-1</i>	DATE RECEIVED <i>12-23-2002</i>
1. FROM (Agency or establishment) <b>Department of Justice</b>		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.	
2. MAJOR SUBDIVISION <b>Federal Bureau of Investigation</b>			
3. MINOR SUBDIVISION <b>Records Management Division</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>William Shackelford</b>	5. TELEPHONE <b>202-324-6903</b>	DATE <i>2-5-03</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 <b>12/18/2002</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William Shackelford</i>	TITLE <b>Archives Specialist Records Policy and Administration Section</b>
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>TRAVEL ADVANCE AND PAYMENT UNIT ACCOUNTING SECTION FINANCE DIVISION</b> <p>The Travel Advance and Payment Unit (TAPU) is responsible for conducting internal Financial Management (FM) and Electronic Data Processing (EDP) audits of FBI operations and activities to ensure compliance with applicable statutes, regulations, rules and guidelines. The audits are conducted on a periodic basis in accordance with General Accounting Office (GAO), Department of Justice (DOJ) and other professional standards. The TAPU conducts FM and EDP audits of field offices and FBIHQ Divisions as part of the inspection process; conducts audits as mandated or requested by Congress, GAO, DOJ and by FBI Executive Management (EM); prepares Congressional Audit Reports as required for Undercover Operations (UCOs); and assists the Office of Inspections (OI) by conducting pre-inspection reviews of Legat Field Support Accounts (FSA) and providing briefings to OI personnel conducting the on-site Legat FSA audits. The TAPU also provides assistance, guidance and training to field offices and FBIHQ Divisions on FM and EDP matters.</p> <p>Upon completion of each audit, the TAPU compiles workpapers for each area reviewed and then prepares a concise final report based on the workpapers. Upon approval the final report is forwarded to the appropriate FBIHQ case file(s).</p> <p>NOTE: These records were previously covered by GRS 22, Item 2</p> <p><i>ee nwmml</i></p>		<del> </del>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 2
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>
	<p><b>A. Travel Advance and Payment Unit Workpapers</b></p> <p>Cut off at end of fiscal year in which case is closed. Transfer to Federal Records Center for storage at close of fiscal year. DESTROY 6 years / 6 months after cutoff, or when agency use has been exhausted, whichever is later.</p> <p><b>B. Travel Advance and Payment Unit Final Reports</b></p> <p>RETAIN/DESTROY commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.</p> <p><b>C. Electronic Records</b></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record-keeping copy of the records covered by this schedule.</p> <p>DESTROY within 60 days after the record-keeping copy has been produced.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>