

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-174-76-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/05/20201

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-174-09-003, item 9

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO NC 1-174-76-8 | |
| DATE RECEIVED JUN 21 1976 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 7-20-76 <i>Date</i> | <i>James B. Rhoads</i> <i>Archivist of the United States</i> |

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Labor

2. MAJOR SUBDIVISION
Office of the Assistant Secretary for Administration

3. MINOR SUBDIVISION
Directorate of Audit and Investigations

4. NAME OF PERSON WITH WHOM TO CONFER
Constance K. Duncan *ckd*

5. TEL EXT
523-6349

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 6-17-76 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert G. [unclear]</i> | E. TITLE -- |
|---------------------------|---|----------------|

| 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 Workpaper Files</u></p> <p>The DA&I workpapers are a record of the purpose and scope of the audits as well as the work performed during the audits; they contain the back-up material in support of the audit conclusions, opinions and recommendations; and they contain the basic material from which the audit reports are prepared.</p> <p>Transfer to FARC 3 years after the end of the fiscal year in which the report was issued or after all exceptions are resolved, whichever is later. <u>DESTROY</u> 6 years after the end of the fiscal year in which the report was issued or after all exceptions are resolved, whichever is later.</p> | <i>AK</i> | |
| 2 | <p><u>Audit Report Files</u></p> <p>This file contains the final audit reports of program management, contract and grant audits done by or for the DA&I.</p> <p>a. Reports by the DA&I Washington Office:</p> <p><i>Copy to Agency 7-27-76 [initials]</i></p> | | 5 items |

Request for Records Disposition Authority - Continuation

JOB NO

NCL-174-76-3

PAGE OF 2

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7.
ITEM NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

- Amended
10/23/76
2/22/76*
- (1) Audit reports designated by the DA & I Washington Office as being unusual, precedent setting, or significant to the DOL audit function.

PERMANENT. Transfer to FARC 3 years after the end of the fiscal year in which the report was issued or after all exceptions are resolved, whichever is later. Offer to NARS 10 years after report was issued or after all exceptions are resolved, whichever is later.

- (2) Audit reports not selected for retention under Item 2a(1).

Transfer to FARC 3 years after the end of the fiscal year in which the report was issued or after all exceptions are resolved, whichever is later. DESTROY 6 years after the end of the fiscal year in which the report was issued or after all exceptions are resolved, whichever is later.

- b. Reports by DA&I Regional Offices, public accounting firms, State and local agencies:

Transfer to FARC 3 years after end of fiscal year in which the report was issued or after all exceptions are resolved, whichever is later. DESTROY 6 years after end of fiscal year in which the report was issued or after all exceptions are resolved, whichever is later.

3. Investigative Files.

These files consist of records of investigations of DOL employees, contractors and grantees in reference to fraud, collusion, criminal violations, violations of standards of conduct and/or theft of government property. These files also include investigations of threats on the life of the Secretary of Labor.

after

Transfer to FARC 5 years/the end of the fiscal year in which last action occurred. DESTROY 15 years after the end of the fiscal year in which last action occurred.