



REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
3.	<p><u>Inspection Report Reference (Master) File.</u> Includes a record copy of each completed inspection report.</p> <p>Volume on hand: 13 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Retain most recent report in file. Transfer superseded reports to WNRC at end of calendar year. Transfer to National Archives in 5 year blocks when 30 years old.</p>		
4.	<p><del>Overseas Audit File.</del> Telegrams, correspondence, background information, memorandums, country data sheets, and other material relating to the audit of overseas offices.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
5.	<p><del>Domestic Audit File.</del> Telegrams, correspondence, background information, memorandums, country data sheets, and other material relating to the audit of domestic offices.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
6.	<p><del>Audit Report Master File.</del> Includes a copy of each completed audit report.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
7.	<p><del>Office Administrative Files.</del> Records relating to the internal administration and housekeeping activities of the office (staffing, budget, training, supplies, and space).</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <p>Concurrences:</p> <p><u>John D. Pratt</u> DATE: <u>12/8/87</u> Office of the Inspector General (OIG) John D. Pratt</p> <p><u>Lorie J. Nierenberg</u> DATE: <u>12/14/87</u> Office of the General Counsel (GC) Lorie J. Nierenberg</p>	GRS 23 Item 1	