

Reid NCI 22 Feb 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. General Accounting Office

2 MAJOR SUBDIVISION
Office of Information Systems and Services

3 MINOR SUBDIVISION
Records Management Services

4 NAME OF PERSON WITH WHOM TO CONFER

Shirley A. Allen

5 TEL EXT

275-6204

LEAVE BLANK

JOB NO

NC1-217-80-4

DATE RECEIVED

2-22-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-29-80
Date *James P. O'Neil*
Acting Archivist of the United States

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 | D SIGNATURE OF AGENCY REPRESENTATIVE | E TITLE |
|---------|--------------------------------------|----------------------------|
| 2/21/80 | <i>Shirley A. Allen</i> | Records Management Officer |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------------------|------------------|
| 1. | <p>WORKPAPERS, AUDIT PROGRAMS AND REPORTS</p> <p>Workpapers (manual and automated) generated by the General Accounting Office in connection with its accounting, auditing and investigative programs. These consist of tabulating machine runs or adding machine tapes; magnetic tape, punched cards, etc; confirmation letters obtained in the verification of account balances; copies of interoffice correspondence relating to GAO assignments; copies of GAO work programs; workpapers supporting payroll audit reports, regional letter reports, and close out letter reports.</p> <p>a. Paper records. Hold for 1 year after completion of assignment. Transfer to Federal Record Center. Destroy when 3 years old.</p> <p>b. Machine-readable records. Erase when 3 years old. (Survey results indicate a 3 year retention is adequate. Request approval of reduction from 6 to 3 years retention for both machine-readable and manual workpapers.)</p> | NC1-217-78-6, GAO Sch 7, Item 1 | |

115-107 Pen and ink change made with agency concurrence.

2 Items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Copy to replace all files
2/22/80 *O'Neil*

177