

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-269-82-03

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

During a comprehensive rescheduling effort beginning in 2016 and culminating in 2019. All authorities on this schedule were superseded by this body of disposition authorities.

Office of General Counsel Records (269.2) DAA-0269-2016-0001
Budget, Finance, and Contractor Management Program Records (269.3) DAA-0269-2016-0004
Office of the Inspector General (269.4) DAA-0269-2015-0002
Civilian Board of Contract Appeals Program Records (269.5) DAA-0269-2016-0002
Professional Services To and With Other Agencies (269.6) DAA-0269-2016-0012
Internal Information Technology Services to GSA (269.7) DAA-0269-2016-0011
Program Management Records (269.11) DAA-0269-2016-0006
Communications Records (269.12) DAA-0269-2016-0007
Legislative and Congressional Affairs Records (269.13) DAA-0269-2016-0008
Audit Resolution Program Records (269.14) DAA-0269-2016-0003
Customer Service / Business Development Records (269.15) DAA-0269-2016-0013
Human Resources Program Records (269.16) DAA-0269-2016-0009
Security Records (269.17) DAA-0269-2016-0010
Public Building Service Records DAA-0121-2015-0001

Date Reported: 04/02/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

12 June 82

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

LEAVE BLANK	
JOB NO NC1-269-82-3	
DATE RECEIVED January 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-10-82 Date	<i>Robert M. Roy</i> Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)

2 MAJOR SUBDIVISION
~~General Services Administration~~

3 MINOR SUBDIVISION
Inspector General

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

R. Hershberger

566-0673

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 7 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 <i>1/17/82</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>R. Hershberger</i>	E. TITLE Management Analyst
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Inspector General Program Records File descriptions and requested disposition authorizations are contained in the attached proposed chapter of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NC1-269-82-3 NC1-269-76-3	<i>18 items</i>

115-107
 MOCs will be sent with printed change. by
 copy to agency 14 June 82
 Closed Out: 6-14-82: K.T.A.
 Come to NARS: NNF

CHAPTER 22. INSPECTOR GENERAL PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for inspector general program records. These instructions are contained in:

- a. Appendix 22-A. Audit Program Records
- d. Appendix 22-B. Investigations Program Records

2. Reserved.

The records described in this appendix are accumulated in examining or auditing internal and contractor operations to ensure proper protection of assets; adherence to policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of action taken primarily in connection with the use of assets. Audit program records are created in carrying out the assigned functions set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 2000 subject classification series. This appendix is not applicable to documents accumulated by other offices in responding to audits of their program areas. Instructions applicable to the maintenance and disposition of documents of this nature are in appendix 9-C.

22A1. Audit guidance. Documents created in preparing, clearing, and issuing special instructions and guides for use by auditors in GSA internal and contract audits, but not documents relating to instructions issued under the directives system. Included are record copies of audit guides and instructions, clearance actions, and directly related records.

Cut off at the end of the fiscal year when superseded, canceled, or discontinued; destroy when 3 years old.

22A2 - 22A4. Reserved.

22A5. Audit control registers. Documents used to control the assignment of numbers and other identifying data to internal and contract audits and reports. Included are index cards, register sheets, and similar controls.

Destroy when superseded or obsolete.

22A6 - 22A9. Reserved.

22A10. Audit summaries. Documents created in preparing and circulating summarized information on the status of audit activities, selected audit findings and recommendations, and other audit matters. Included are periodic audit digests and summaries, reports of actions taken as a result of the summaries, and related records.

Cut off at the end of the fiscal year, destroy when 3 years old.

22A11 - 22A14. Reserved.

22A15. Audit schedules. Documents created in identifying areas for audit, defining the scope of planned audits, and scheduling audits.

Cut off at the end of the fiscal year, destroy when 5 years old.

22A16 - 22A19. Reserved.

22A20. Audit report chronological file. Records accumulated for reference and referral to contract audits, internal audits, clearances, and related information. Included are copies of final contract and internal audit reports.

Cut off at the end of the fiscal year, destroy when 10 years old.

22A21 - 22A24. Reserved.

22A25. Contract audit case files. Documents created or accumulated in examining contractor operations to protect the financial and property interests of the Government, to serve as a pricing aid in contract negotiations, to determine the reasonableness of costs, or for any purpose in the area of contractor operations. Included are copies of contracts, communications with contracting officials, draft and final reports, comments and recommendations, and related records.

*Dr. Meier, ncd
25 May 82*

~~a. Cut off at the end of the fiscal year in which the audit is completed. Hold 2 years and retire to FRC.~~

~~Offer to NARS 11 years after audit is completed.~~

DESTROY WHEN 11 YEARS OLD

*(relevant)
ok - E. Goss (ORAR)
6/4/82
(per Fleming) (JA)*

~~b. Significant cases of archival interest selected by NARS or Office of Audits. Permanent.~~

~~c. Destroy all other cases.~~

22A26 - 22A29. Reserved.

22A30. Internal audit cases. Documents accumulated in the review and examination of GSA operations to ensure accuracy, propriety, legality, and reliability of the use of assets. Included are communications about scheduled audits, draft and final internal audits reports, comments and recommendations, reports on corrective actions planned and taken, and related records.

*Dr. Meier, ncd
25 May 82*

~~a. Cut off at the end of the fiscal year in which followup actions on report recommendations are completed and retire to FRC. Offer to NARS 5 years after completion.~~

DESTROY WHEN 5 YEARS OLD

~~b. Significant cases of archival interest selected by NARS or Office of Audits. Permanent.~~

~~c. Destroy all other cases.~~

*ok - E. Goss (ORAR)
6/4/82 (per Klug) (JA)*

22A31 - 22A34. Reserved.

22A35. Withdrawn by CHGE.

22A36 - 22A39. Reserved.

22A40. Area audit office inspections. Documents accumulated in inspecting the activities of field audit offices for the purposes of increasing operational and administrative effectiveness. Included are inspection reports and related records.

Cut off annually, destroy when 3 years old.

22A41 - 22A44. Reserved.

22A45. Audit administrative subject files. Documents relating to the routine operation and administration of the audit function, but not general administrative files described in appendix 9-C. Included are pertinent laws, copies of contracts or other authoritative documents relating to specific audit functional areas; organizational charts and functional statements; surveys of procedures and controls; statistical tabulations; contractors' financial statements; analyses of cost trends; and significant findings of prior audits in each functional area.

Destroy documents when superseded or obsolete.

22A46 - 22A49. Reserved.

22A50. Semiannual report to the Congress. Documents accumulated in the compilation of summary data on Inspector General activities and achievements during the first and second 6-month periods of each fiscal year.

OK - Ellen Jones (ORAK) per Klug (CSA) 6/4/82

Appendix a. n60 25 May 82

PERMANENT Final Report.
~~Cut off semiannually, hold 5 years, and retire to FRO.~~
Offer to NARS when 10 years old *in 5 year blocks.*
Other Records. Destroy when 5 years old.

22A51 - 22A54. Reserved.

22A55. Subpoenas. Documents created in the issuance and return process of a subpoena duces tecum.

Destroy when 3 years old.

The records described by this appendix are created in providing investigative services for GSA. They are accumulated by the Central Office and field offices of the Office of Inspector General as a result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1). Related documentation accumulated by other offices is not covered by this appendix. Such documentation should be identified and filed with the contract, or transaction to which the particular investigative service pertains.

22B1. Criminal investigations. Case files relating to investigations of (a) larceny, (b) fraud, (c) embezzlement, (d) conflict of interest/bribery, (e) malicious mischief, (f) labor law violations, and (g) general crimes.

- a. Central Office: Cut off when file is closed, hold 3 years, and retire to FRC. Destroy when 13 years old.
- b. Field Office: Cut off when file is closed and submit appropriate documents to Central Office. Destroy 1 year after date of closing.

22B2 - 22B4. Reserved.

22B5. Noncriminal investigations. Case files relating to (a) contractor suspension and debarment, (b) employee misconduct, (c) proactive investigations, (d) tort claims, (e) indebtedness, and (f) special requests/internal affairs.

- a. Central Office: Cut off when file is closed, hold 3 years, and retire to FRC. Destroy when 13 years old.
- b. Field Office: Cut off when file is closed and submit appropriate documents to Central Office. Destroy 1 year after date of closing.

22B6 - 22B9. Reserved.

22B10. Investigative indices. Cards used to provide an index to the various investigation case files.

- a. Central Office: Destroy when no longer needed for reference purposes.
- b. Field Office: Cut off file when inactive, destroy when 10 years old.