Schedule Number: N1-362-94-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded entirely by N1-362-96-002.

Date Reported: 1/17/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
ACTION

2 MAJOR SUBDIVISION
OFFICE OF MANAGEMENT & BUDGET

3 MINOR SUBDIVISION
ADMINISTRATIVE & MANAGEMENT SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER
EVELYN D. GRIMES

5 TELEPHONE
606-5246

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 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 10/1/93
SIGNATURE OF AGENCY REPRESENTATIVE
EVELYN D. GRIMES
TITLE Record Office

7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See Attached Sheet

9 GRS OR SUPERSEDED JOB CITATION
10 ACTION TAKEN (NARA USE ONLY)

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a, the disposition request including amendments, is approved except for items that may be marked "disposition not approved", or "withdrawn" in column 10.

DATE RECEIVED 10/18/93
ARCHIVIST OF THE UNITED STATES 4-21-94
1. Semiannual Reports to Congress

Contains IG messages to Congress, overview of ACTION actions, audits and investigations, audit followup and specific problem areas including matters referred for prosecution.

Disposition: Permanent. Cut-off every fiscal year. Retire to FRC when 3 years old, or volume warrants. Transfer to NARA in five year blocks when 10 years old.

2. Pamphlets and Brochures

Contains information that will alert ACTION staff, grantees, and contractors about required Federal procedures and responsibilities.

Disposition: Permanent. Cut-off every fiscal year, hold for two years and send to the FRC. Transfer to NARA in five year blocks when 10 years old.

3. IG General Correspondence

Correspondence pertaining to audits, intent to audit and memoranda of resolution decisions (MOR).

Disposition: Temporary. Cut off at the end of year and destroy in which audit is closed. Destroy 8 years after cutoff.

"NARA provisions approved"

Deborah L. Stowe
March 29, 1994