

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-362-94-3

DATE RECEIVED
10/8/93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10

DATE *4-21-94* ARCHIVIST OF THE UNITED STATES
Candy Lukamp Petersen

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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>10/1/93</i>	<i>Evelyn D. Grimes</i>	<i>Records Officer</i>

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached Sheet		

Copies sent to: NIA, NCF, NNT (w) 4/28/94

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~~ years old.
the most current records are

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~~ years old.
record set
the most current records are

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 ^{fiscal} year ~~and destroy~~.
in which audit is closed. Destroy 8 years after cutoff.

"NARA provisions approved"

Reviewed & Signed
March 28, 1994