

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency
2. MAJOR SUBDIVISION  
Office of Planning and Management
3. MINOR SUBDIVISION  
Office of Audit
4. NAME OF PERSON WITH WHOM TO CONFER  
David O. Stephens
5. TEL. EXT.  
755-0830
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
AUG 6 1976	NC1-412-76-14
NOTIFICATION TO AGENCY	
<p>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 "with-drawn" in column 10.</p>	
8-25-76	<i>James B. Rhoads</i>
(Date)	Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/3/76  
~~7-27-76~~  
Date Harold R. Masters (Signature of Agency Representative) Chief, Admin. Mgmt. Br. (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Final Reports of Audit.</u> Final reports of internal audits on Agency systems and procedures, and external audits conducted on contractors and grantees. Included are the following types of audits: initial pricing, construction grant audits, overhead audits, internal Agency systems surveys, interim audits, and final audits. Documentation consists of report showing purposes and scope of audit, background data, survey contents, and conclusions and recommendations.</p> <p>a. <u>Official Copies.</u> Maintained at Headquarters. <u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of reports. Keep in office current plus 2 fiscal years, the transfer to the Federal Records center. Keep in FRC for 8 years, then destroy when 10 years old.</p> <p>b. <u>Other Copies.</u> Maintained in Regional Audit Offices. <u>Retention:</u> As below</p> <p><u>Disposition:</u> Destroy in office when 6 years old or sooner if no longer needed for administrative or reference purposes.</p>		

*Copies to Agency 8-27-76  
Copies to A/I FRC's 8-30-76*

Continuation Sheet, SF-115 July 27, 1976

2. Audit Workpaper Files. Includes documentation in support of conclusions expressed in Final Audit. Reports of all internal and external audits conducted. Workpapers show a record of work performed, the method of analysis, the information collected and its source, and other information.

Retention: Retain 7 years.

Disposition: Break file upon completion of audit. Keep in office current fiscal year plus 2 additional fiscal years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.