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:
   Harold R. Masters
   Date (Signature of Agency Representative) (Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>RETENTION</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Final Reports of Audit</td>
<td>Retain 10 years</td>
<td>Disposition: 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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td>b. Other Copies. Maintained in Regional Audit Offices.</td>
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8/3/76

115-106

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
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.