

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. 411 N1- <del>219</del> -90-1	DATE RECEIVED 1/12/90
1. FROM (Agency or establishment) <b>U.S. GENERAL ACCOUNTING OFFICE</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>General Services and Controller</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <b>Records Administration</b>		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER <b>Claudia Bradley</b>	5. TELEPHONE EXT. <b>275-3830</b>		
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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 12-15-89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>James Stapleton</i>	D. TITLE <b>Records Administrator</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	090-16 <b>WORKPAPERS, AUDIT PROGRAM</b> Workpapers include all relevant material--hard copy or automated--obtained or developed in connection with an assignment. They describe and support actions taken, steps and analysis performed, conditions encountered, conclusions reached, and recommendations made.	NC1-217-82-1	
<i>Cancelled 4-19-91 JDF</i>			

a. Workpapers:

1. Paper Records:

Temporary

Cut off after completion of assignment and transfer to FRC; Destroy 3 years after the report is issued.

2. Machine Readable Records:

Temporary

Erase 3 years after the report is issued.

b. Historical Workpapers: Permanent.

Workpapers determined to be of possible historical value or widespread public or congressional interest; issues such as the Iran Contra, Vietnam Memorial, S & L, HUD and the B-2 "Stealth" Bomber etc. will be offered to the National Archives and Records Administration when 20 years old.

1. Paper Records:

Cut off after completion of assignment and transfer to FRC; offer to NARA in 5 year blocks when 20 years old.

2. Machine Readable Records:

Cut off after the report is issued. Print out in hard copy; transfer to FRC; offer to NARA in 5 year blocks when 20 years old.

*Cancelled 4-19-91  
JDF*