

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-411-90-03

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

DATE RECEIVED

02/09/90

1. FROM (Agency or establishment)

U. S. General Accounting Office

2. MAJOR SUBDIVISION

General Services and Controller

3. MINOR SUBDIVISION

Records Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Dick Bolon

5. TELEPHONE EXT.

275-5748

DATE

6/29/90

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY  
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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

6-20-90

C. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

D. TITLE

Records Administrator

7. ITEM NO.

041-08

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

**Internal Audit Studies and Report Files**

Project files related to audits and investigations of GAO's activities, programs, procedures, and their implementation. Included in these files are documents reflecting the initiation of the project, working papers, interview notes, check-lists, survey questionnaires, final reports, rebuttals, and related materials. The files are arranged by subject and thereunder by division, office, or region. The files are maintained by the Office of Internal Evaluation.

a. Record copy.

(1) Key Documents. File contains initiation papers, final report, rebuttal, etc. Disposition. TEMPORARY. Cut off upon completion of the project. Retire to FRC 10 years after cutoff. Destroy when 20 years old.

(2) All other documents. TEMPORARY. Cut off upon completion of the project. Retire

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

to FRC 3 years after cutoff. Destroy when  
8 years old. (GRS 22, Item 2)

b. All other copies.

TEMPORARY. Destroy in agency when no  
longer needed. (NC1-217-82-1, 041-08b)