REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

1. FROM (Agency or establishment)
   GENERAL ACCOUNTING OFFICE

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

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 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 12/21/91
   SIGNATURE OF AGENCY REPRESENTATIVE
   Director, OIMC/RMC
   TITLE

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

090-16 WORKPAPERS, AUDIT PROGRAM
(See attached sheet)

9. GRS OR SUPERSEDED JOB CITATION

   NC1-217-82-1

10. ACTION TAKEN (NARA USE ONLY)

   COPY SENT TO AGENCY NCF NNL NNX 2/8/82

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
GAO Workpapers

090-16 WORKPAPERS, AUDIT PROGRAM

Workpapers 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.

a. Selected Workpapers. Selected cases retained by GAO under a program established by the GAO Historian.

1. Paper files.

Disposition: Cut off after completion of project. Retain 20 years, then offer to the National Archives. NARA will make final determination of archival value. If not accepted by NARA, GAO will destroy when no longer needed.

2. Electronic records.

(a) Word processing files. Documents such as letters, messages, reports, handbooks, directives, and manuals recorded on electronic format when used to produce hard copy.

Disposition: Temporary. Delete when no longer needed to create a hard copy. (GRS 23, item 2a)

(b) Electronic spreadsheets. Spreadsheets that are recorded on electronic media when used to produce hard copy.

Disposition: Temporary. Delete when no longer needed to update or produce hard copy. (GRS 23, item 4a)

(c) Audit data bases.

(1) Data bases containing information about the programmatic activity being audited.

Disposition: Maintain information in a format which GAO computers can process. This may require periodic reformatting in order to maintain a technically current format. Retain 20 years after completion of project, then offer to the National Archives. NARA will make final determination of archival value. If not accepted by NARA, GAO will destroy when no longer needed.

(2) Administrative data bases, containing information about the internal management of the audit such as automated tickler files or project management systems.

Disposition: Temporary. Delete when no longer needed to produce hard copy.

(3) All other data bases.
needed. Disposition: Temporary. Delete when no longer