

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-411-91-04	
1. FROM (Agency or establishment) GENERAL ACCOUNTING OFFICE		DATE RECEIVED 1-25-92	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE	DATE 2/4/92
			ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 1 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 12-12-91	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director, OIMC/RMC
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	090-16 WORKPAPERS, AUDIT PROGRAM (See attached sheet)	N1-217-82-1	
<i>Copies sent to agency. NCF, NNL, NNX 2/28/92</i>			

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