

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-411-93-1	DATE RECEIVED 12-14-92
1. FROM (Agency or establishment) US General Accounting Office		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Records Management Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Information Analysis Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Claudia Bradley	5. TELEPHONE 512-6708	DATE 1/15/93	ARCHIVIST OF THE UNITED STATES James M. Moore

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 3 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 12/9/92	SIGNATURE OF AGENCY REPRESENTATIVE Sharon L. Damon	TITLE Acting Director Records Management Center
-----------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
090-08	<p><u>MASTER JOB FILE</u> The primary file for each GAO assignment describing the decisions and events that affected the assignment and final products. The case file includes confirmation letters, tracking forms, assignment plans, summaries of job-related meetings, work progress reports, trip reports, correspondence sent to agencies, workpaper summaries, etc.</p> <p>a. Master Job Files</p> <p><u>TEMPORARY</u> Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Destroy 5 years after completion of assignment.</p> <p>b. Master Job Files for Historically Significant Assignments</p>	N1-411-90-8	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

1 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
090-08	<p>(1). Paper Records</p> <p><u>PERMANENT</u> Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.</p> <p>(2) Electronic Records</p> <p><u>PERMANENT</u> Cut off after completion of assignment. Print out in hard copy. Retain on site for 1 year, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.</p>	N1-411-90-8	
090-10	<p><u>MASTER PRODUCT FOLDER</u> (previously known as the Master Report Folder) The official file of GAO's products (audit reports, fact sheets, briefing reports, management letters, correspondence, testimonies, etc.) that includes the developmental history of the product through final issuance. The file includes a referenced draft, referencer's review sheets, reviewed drafts, draft report clearance statement, written agency comments, other pertinent correspondence, memorandum summarizing results of exit conferences, and the signature package, including the action routing slip, and the agency's required 31 U.S.C 720 response.</p> <p>a. Master Product Folders created prior to October 1, 1989</p> <p><u>TEMPORARY</u> Cut off at end of FY in which the product is issued, transfer to Federal Records Center (FRC) 1 year later; destroy 15 years after product is issued.</p> <p>b. Master Product Folders created after October 1, 1989 (FY 90)</p> <p><u>TEMPORARY</u> Cut off after completion of assignment; retain on site for 1 year, then transfer to FRC. Destroy 5 years after completion of assignment.</p>	N1-411-90-8	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
090-10 cont'd	<p>c. Master Product Folders relating to historically significant assignments</p> <p>(1) Paper Records</p> <p><u>PERMANENT</u> Cut off after completion of assignment; retain on site for 1 year, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.</p> <p>(2) Electronic Records</p> <p><u>PERMANENT</u> Cut off after completion of assignment. Print out in hard copy. Retain hard copy on site for 1 year, then transfer to FRC. Offer hard copy to NARA in 5 year blocks when 20 years old. Delete or destroy electronic media when no longer needed to create a hard copy.</p> <p>d. Camera Copy of GAO's products maintained by the Publishing and Communications Center (PCC)</p> <p><u>TEMPORARY</u> Cut off at end of FY in which product is issued; retain on site for 3 years. At the end of 3 years, PCC reviews reprint history of report, then determines to keep the materials until no longer needed, or destroy the camera copy if no longer needed for reprint.</p>	N1-411-90-8	
090-16	<p><u>AUDIT WORKPAPERS FILES</u></p> <p>Workpapers include all relevant material obtained or developed in connection with an assignment. They include the evidence to support findings, actions taken, steps and analyses performed, conditions encountered, conclusions reached, and recommendations made.</p> <p>a. Paper Records (excluding historical workpapers identified in item c below)</p> <p><u>TEMPORARY</u> Cut off after completion of assignment and transfer to FRC; destroy 5 years after completion of assignment.</p>	N1-411-91-4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

3 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
090-16 cont'd	<p>b. Electronic Records such as spreadsheets, and word processing documents maintained on electronic media primarily consisting of diskettes and magnetic tapes. (This item does not include electronic records identified in item c(2) below.)</p> <p><u>TEMPORARY</u> Erase 5 years after completion of assignment.</p> <p>c. Historical Workpapers</p> <p>(1). Paper Records</p> <p><u>PERMANENT</u> Cut off after completion of assignment and transfer to FRC; offer to NARA when 20 years old.</p> <p>(2). Electronic Records (Recorded information on electronic media)</p> <p><u>PERMANENT</u> Cut off after completion of assignment. Print out in hard copy and transfer to FRC. Offer hard copy to NARA when 20 years old. Delete or destroy electronic media when no longer needed to create a hard copy.</p>		