

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

8/11/80

LEAVE BLANK

JOB NO

**NCI-361-80-15**

DATE RECEIVED

**August 12, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*10-17-80* *[Signature]*  
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Logistics Agency

2. MAJOR SUBDIVISION  
Staff Director, Administration

3. MINOR SUBDIVISION  
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Anne Nicewicz

5. TEL EXT  
274-6234

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5 Aug 80	<i>[Signature]</i> WILLIAM A. SMITH	Chief, Administrative Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	464 <u>DEFENSE AUDIT SERVICE AUDITS</u>		
1.	<u>Defense Audit Service Reviews/Surveys (464.10)</u> Reports and other documents relating to reviews/surveys of DLA operations performed by representatives of Defense Audit Service. <i>Destroy after 5 years or when no longer needed for current operations, whichever is later.</i>		
2.	<u>Policies and Procedures for Handling Contacts with Defense Audit Service (DAS) (464.20)</u> Documents relating to major policies and procedures for handling DAS contacts and processing DAS reports. <i>Destroy after 10 years.</i> Others - Destroy when superseded, obsolete, or no longer needed for reference.		
3.	<u>DAS Reports (464.30)</u> Documents accumulated during the conduct of DAS audits. Included are reports and related papers pertaining to these audits. Inspector General, HQ DLA - Retain in IG file for 5 years. Destroy after 10 years. Others - Destroy 5 years after <i>receipt of final report.</i>		<b>5 items</b>

*Announcements*

*9. Inspector General, HQ DLA - Retain in IG file for 5 years or when no longer needed for current operations, whichever is later.*

*b. Other offices - Destroy after 2 years.*

*receipt of final clearance of exceptions.*

**5 items**

*changes made with DLA concurrence  
Closed Out: 10-22-80: K.T.D. 9m 9/19/80  
Copies to [unclear] & NNG*

## BACKGROUND

These files contain documents relating to audits performed within DLA by the Defense Audit Service. These files consist of policies and procedures for handling DAS contacts and processing DAS reports. Included are reports and related papers pertaining to these audits.

Since the transfer of the DLA audit function to the Defense Audit Service (see copy of General Orders #33-76, dated 18 Nov 76) the file series #461 - Internal Audits is not being used. However, we have in the FRC reports prepared by the DLA Auditor General which will be destroyed in Jan 87 and the 461 category phased out. The Inspector General's Office is now the DLA focal point with the Defense Audit Service and resident auditors on all matters concerning DAS audits within DLA. The proposed new series 464 - Defense Audit Service Audits is requested to establish appropriate file numbers in the conduct and handling of these matters.

These files are maintained by the Inspector General's Office in Headquarters and the field offices.

Current disposition standard: None

Recommended standard: As shown on SF 115

Enclosure: Copy of General Orders #33-76

GRS Schedules do not apply.