

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0001

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Defense Contract Audit Agency
Record/Scheduling Group	0372 - Records of the Defense Contract Audit Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Portfolio Management and Integrated Risk Management system (EPIC)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0001

Status: APPROVED
Date Approved: 08/20/2025

Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0001

Status: APPROVED
Date Approved: 08/20/2025

Outline of Records Schedule Items for DAA-0372-2024-0001

Item #	Title	Disposition
0001	Project Portfolio and Audit Management records	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0001

Status: APPROVED
Date Approved: 08/20/2025

Records Schedule Items

DAA-0372-2024-0001-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Project Portfolio and Audit Management records		
Item Description	Records relating to portfolio, project, and audit management, such as scope, objectives, stakeholders, budget allocation, work breakdown structure, milestone plans, resource allocations, and progress and budget tracking. Records related to audit and non-audit services, such as hours expended by individual employees, DoD contract and/or contractor information, dollar amounts audited, exceptions reported, net savings to the government as a result of those exceptions, audit plans, audit checklists and procedures, audit reports and memorandum, audit evidence and supporting documentation, audit follow-up records, risk assessments, contractor and stakeholder communications.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
DAA-0372-2014-0001-0001	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Fiscal year.		
Retention Period	Destroy 6 year(s) after cutoff		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2024-0001

Status: APPROVED
Date Approved: 08/20/2025

Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.