

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-372-02-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-4-2002</i>	
1. FROM (Agency or establishment) DEFENSE CONTRACT AUDIT AGENCY		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GALE DAVIS	5. TELEPHONE (703) 767-1038	DATE <i>10/28/02</i>	ARCHIVED FOR THE UNITED STATES WASHINGTON
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 <u>4</u> 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, XX is not required; is attached; or has been requested.			
DATE <i>2/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jody A. Treary</i>	TITLE ASSISTANT DIRECTOR, RESOURCES	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

FILE CODES WITH AN "OR AFTER" TIME PERIOD SPECIFIED FOR THE DISPOSITION FOR DEFENSE CONTRACT AUDIT AGENCY

The Agency has 43 file codes that contain the disposition instruction to destroy, "When superseded, obsolete, or after X years." These years range from 1 to 6. This type of instruction is not compatible with electronic records management. Therefore, the proposal is being made to establish the disposition date as after the stated number of years.

*10/28/02
WITHDRAWN BY DCAA.
DCAA TO RESUBMIT
IN SMALLER JOBS*

cc Agency

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TEMPORARY RECORD. Destroy/delete after X years.

FILE CODE	FILE TITLE	TIME PERIOD	APPRAISAL AUTHORITY
110.7	Family Housing	2 years	NC-372-75-1
140.1	General (Environment & Energy Conservation)	2 years	NC-372-75-1
150.5	Defense Investigative Program (Security & Intelligence)	2 years	NC-372-75-1
151.10	Inspections (Information Security)	3 years	GRS 18.9
205.6.b	Regional and FAO Conferences, Other Offices	2 years	NC-372-75-1
205.7.c	Staff Meetings, Other Offices	2 years	NC-372-75-1
205.8.a	Other Conferences and Meetings, Sponsoring Offices	3 years	NC-372-75-1
205.8.b	Other Conferences and Meetings, Participating Offices	1 year	NC-372-75-1
210.6	Serious Incident Reports	3 years	NC-372-75-1
220.6.a&b	Functional Surveys and Reviews	3 years	NC-372-75-1
225.2.b	General Accounting Office Investigations and Audits, Other Offices	3 years	NC-372-75-1
225.3.b	Office of Secretary of Defense Inspections, Other Offices	3 years	NC-372-75-1
225.4	Inspector General	3 years	NC-372-75-1
225.6.b	General Services Administrative Investigations and Audits, Other Offices	3 years	NI-372-94-2 Item 1
280.3	Management Surveys	5 years	NC-372-75-1
306.8	Position Surveys	3 years	GRS 1.7.c.(1)
306.9	Wage Board Administration	2 years	NC-372-75-1
306.10	Special Salary Rates	2 years	NC-372-75-1
306.11	Salary Schedules	3 years	NC-372-75-1
311.4	Applications (Recruiting & Hiring)	2 years	GRS 1.15
330.3	CPA Preparation	2 years	NC-372-75-1
341.4	Incentive Awards Boards	3 years	NC-372-75-1
346.1	General (EEO)	3 years	GRS 1.25.g
346.2.c	Affirmative Action Plans, Other Offices	2 years	NC-372-75-1
346.3.c	Annual Report (EEO), Other Offices	2 years	NC-372-75-1

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346.4.c	Special Reports on EEO	2 years	NC-372-75-1
350.4	Reduction in Force	2 years	NC-372-75-1
361.2	Benefit Files (Employee Benefits)	3 years	NC-372-75-1
367.4.1	Employee Orientation	2 years	NI-372-89-1
			Item 4
367.4.2	Supervisory/Management Training	2 years	NI-372-89-1
			Item 4
399.1	Morale, Welfare, and Recreation	2 years	NC-372-75-1
430.6	Manpower Surveys	5 years	NC-372-75-1
440.2	Time and Attendance Reports	6 years	GRS 2.7
502.1	General (FOIA)	2 years	GRS 14.15
503.1	General (Privacy Act)	2 years	GRS 14.26
504.5	Inventory Records (Information Resources Management)	3 years	NI-372-75-1
520.4	Telephones	1 year	NC-372-75-1
520.10	Telephone Credit Cards	3 years	NI-372-94-3
520.13	Telecommunication Service Records	3 years	GRS 12.2.d.(2)
575.1	General (Mail)	1 year	GRS 12.6.g
590.6	Data Standardization	2 years	NC-372-75-1
594.1	Output Products or Media	6 years	GRS 20.6

The following are the approved authority to be used for Electronic Mail and Word Processing System Copies.

110.7	Family Housing	GRS 11.6.a & b
140.1	General (Environment & Energy Conservation)	GRS 23.10.a & b
150.5	Defense Investigative Program (Security & Intelligence)	GRS 18.30.a & b
151.10	Inspections (Information Security)	GRS 18.30.a & b
205.6.b	Regional and FAO Conferences, Other Offices	N9-372-00-1
205.7.c	Staff Meetings, Other Offices	N9-372-00-1
205.8.a	Other Conferences and Meetings, Sponsoring Offices	N9-372-00-1
205.8.b	Other Conferences and Meetings, Participating Offices	N9-372-00-1

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210.6	Serious Incident Reports	N9-372-00-1
220.6.a & b	Functional Surveys and Reviews	N9-372-00-1
225.2.b	General Accounting Office Investigations and Audits, Other Offices	N9-372-00-1
225.3.b	Office of Secretary of Defense Inspections, Other Offices	N9-372-00-1
225.4	Inspector General	N9-372-00-1
225.6.b	General Services Administrative Investigations and Audits, Other Offices	N9-372-00-1
280.3	Management Surveys	N9-372-00-1
306.8	Position Surveys	GRS 1.43.a & b
306.9	Wage Board Administration	GRS 1.43.a & b
306.10	Special Salary Rates	GRS 1.43.a & b
306.11	Salary Schedules	GRS 1.43.a & b
311.4	Applications (Recruiting & Hiring)	GRS 1.43.a & b
330.3	CPA Preparation	GRS 1.43.a & b
341.4	Incentive Awards Boards	GRS 1.43.a & b
346.1	General (EEO)	GRS 1.43.a & b
346.2.c	Affirmative Action Plans, Other Offices	GRS 1.43.a & b
346.3.c	Annual Report (EEO), Other Offices	GRS 1.43.a & b
346.4.c	Special Reports on EEO	GRS 1.43.a & b
350.4	Reduction in Force	GRS 1.43.a & b
361.2	Benefit Files (Employee Benefits)	GRS 1.43.a & b
367.4.1	Employee Orientation	GRS 1.43.a & b
367.4.2	Supervisory/Management Training	GRS 1.43.a & b
399.1	Morale, Welfare, and Recreation	GRS 1.43.a & b
430.6	Manpower Surveys	N9-372-00-1
440.2	Time and Attendance Reports	GRS 2.31.a & b
502.1	General (FOIA)	GRS 14.37.a & b
503.1	General (Privacy Act)	GRS 14.37.a & b
504.5	Inventory Records (Information Resources Management)	GRS 16.15.a & b
520.10	Telephone Credit Cards	GRS 12.9.a & b

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520.13 Telecommunication Service Records
575.1 General (Mail)
590.6 Data Standardization
594.1 Output Products or Media

GRS 12.9.a & b
GRS 16.15.a & b
N9-372-00-1
Pending NARA
Approval as GRS 20.17