

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-372-02-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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>2</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. Tierney</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 GRS OR SUPERSEDED JOB CITATION	10.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)

**INTERNAL MANAGEMENT CONTROL, POLICIES AND PROCEDURES AND MANAGEMENT CONTROL PLANS FOR DEFENSE CONTRACT AUDIT AGENCY**

Currently, in the Internal Management Control file series, the Temporary Policies and Procedures records are scheduled using GRS 16.14.a and the Management Control Plans records are scheduled using GRS 16.14.b. These General Record Schedules are not compatible with electronic records management. The disposition in the General Records Schedule is "Destroy When Superseded." This does not provide a definitive time period for disposition that can be managed by a computer. Within DCAA, policy numbered correspondence has a three year life and then must either be reissued or the policy and procedures incorporated into a numbered publication. There are no policy memorandums/letters that have an unlimited life. Therefore, the attached is submitted to have the records scheduled the same as the other similar records in the Agency.

*cc Agency TR, NARA*

INTERNAL MANAGEMENT CONTROL, POLICIES AND PROCEDURES AND MANAGEMENT  
CONTROL PLANS  
FOR DEFENSE CONTRACT AUDIT AGENCY  
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CURRENT

221.2 Policies and Procedures. Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on internal management control, including copies of interim policy and procedures statements issued prior to publication in official DCAA numbered policy publications.

TEMPORARY RECORD.

CUT-OFF: When superseded  
DESTROY: When cut-off

221.3 Management Control Plans. Comprehensive plans documenting the Agency's efforts to ensure sound internal controls.

TEMPORARY RECORD.

CUT-OFF: When superseded  
DESTROY: When cut-off

The electronic mail and word processing system copies are dispositioned under GRS 14.37.a. & b. and 16.15.a. & b.

PROPOSED

221.2 Policies and Procedures. Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on internal management control, including copies of interim policy and procedures statements issued prior to publication in official DCAA numbered policy publications.

1. TEMPORARY RECORD. Destroy/delete when 10 years old

WITHDRAWN

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CONTROL PLANS  
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221.3 Management Control Plans. Comprehensive plans documenting the Agency's efforts to ensure sound internal controls.

TEMPORARY RECORD. Destroy/delete when 10 years old

WITHDRAWN

Since the records are the same, the electronic mail and word processing system copies would continue to be dispositioned under GRS 14.37.a. & b. and 16.15.a. & b.