

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-372-02-7	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-4-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE (703) 767-1038	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 ____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/28/02	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 GRS OR SUPERSEDED JOB CITATION	10.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)

**RECURRING REPORTS AND INFORMATION REQUIREMENTS,
MANAGEMENT IMPROVEMENT FILE SERIES
FOR DEFENSE CONTRACT AUDIT AGENCY**

The Recurring Reports and Information Requirements file code in the Management Improvement file series is currently appraised as having a "Permanent" disposition. Reports of this nature normally only provide identification of the type action and a very limited summary of the impact. The appraised disposition for the other Agency Recurring Reports and Information Requirements, which would contain similar information for their respective programs, are appraised as having a disposition in the range of 3 to 5 years. Therefore, the disposition for the Management Improvement Recurring Reports and Information Requirements does not appear to be consistent with similar documents in other file series. In addition, the surveys and project files for the Management Improvement effort in the Agency have a retention of only 5 years. These surveys and project files contain the detail as to what the situation was, what improvements were made, and the detailed impact of the improvement.

at Agency, NR, NARA

RECURRING REPORTS AND INFORMATION REQUIREMENTS,
MANAGEMENT IMPROVEMENT FILE SERIES
FOR DEFENSE CONTRACT AUDIT AGENCY

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CURRENT

280.5 Management Improvement Recurring Reports and Information Requirements. Recurring reports and one-time information requirements relating to management improvement.

a. Headquarters Office of Primary Responsibility. (Permanent)

CUT-OFF: End of Year

RETAIN: For 5 years

TRANSFER: To Federal Records Center

CUT-OFF: After 20 years

TRANSFER: To National Archives

AUTHORITY: NC-372-75-1

WITHDRAWN

b. Other Offices.

CUT-OFF: End of Year

DESTROY: After 3 years

AUTHORITY: NC-372-75-1

WITHDRAWN

PROPOSED

a. Headquarters Office of Primary Responsibility.

1 TEMPORARY RECORD Destroy/delete when 5 years old

b. Other Offices.

2 TEMPORARY RECORD. Destroy/delete when 3 years old

WITHDRAWN

Since the records are the same, the electronic mail and word processing system records would continue to be disposition under N9-372-00-1.