

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-NU-93-2</i>	DATE RECEIVED <i>4-15-93</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NAVAL AUDIT SERVICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER MILLIE STEWART	5. TELEPHONE 202-433-4217	DATE	ARCHIVIST OF THE UNITED STATE

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 3 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,

is not required; is attached; or has been requested.

DATE <i>9 FEB 73</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Head, Records Management Branch
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR USE ONLY)
	<p>SSIC 7540</p> <p>INTERNAL AUDIT REPORTS AND RECORDS</p> <p>1. INTERNAL AUDIT REPORTS AND RECORDS. Reports, correspondence and working papers generated from periodic and continuous reviews of disbursing; multi-location project management; special appropriations and funds; commercial activities; morale, welfare and recreation; and audit assist efforts for other audit agencies.</p> <p>a. Official Audit Reports and Files. Published Audit Reports, working papers prepared in accordance with GAO standards, correspondence, concurrences, comments, revisions, and audit follow-up correspondence, submitted to the commanding officer, the immediate supervisor in command, bureau command, or other authorities.</p> <p>Permanent. Transfer to WNRC when 3 years old. Transfer to NARA in 5-year blocks when 20 years old.</p>		<p><i>Withdrawn by</i></p> <p><i>Agency</i></p> <p><i>6/7/93</i></p> <p><i>[Signature]</i></p>

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	<p>SSIC 7540 (cont'd)</p> <p>b. Unofficial Reports and Audit Files Maintained by the Audit Agency. Correspondence, drafts, point papers reports, revisions, Audit Review guide, audit programs, utilization drafts, recommendations, audit follow-up, brief sheets, work papers, and reports. Classified reports, working papers, correspondence and file must be disposed of in accordance with OPNAVINST 5510.1 series.</p> <p>Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.</p> <p>c. Informational Copies of Reports of Audits Performed by Other Activities or Offices and Received for Reference or Informational Purposes Only. Reports, correspondence, charts, listings, received as reference or informational material from outside activities.</p> <p>Destroy when superseded or no longer required for reference, whichever is earlier.</p> <p>2. OTHER AUDIT REPORTS. Files concerning other agency audit reports such as Survey and Investigations, Staff (S&IS House Appropriations Committee (HAC)), and other reports not covered in SSIC 7540.1.</p> <p>Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.</p>		

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	<p style="text-align: center;">- SSIC 7540 (cont'd)</p> <p>3. AUDITORS' WORKING PAPERS. Papers prepared in accordance with GAO audit standards and assembled during the course of internal audits or reviews at Navy and Marine Corps activities. (These papers or other documentation prepared or accumulated to assist the auditor in evaluating fiscal operations and to support auditor's findings and recommendations as presented in formal audit reports. These papers are not normally released.)</p> <p>Destroy 3 years after audit report publication or 2 years after all recommendations are closed, whichever is later.</p>		