(See Instructions on reverse) O' GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 PROM (Agency or establishment) DATE RECEIVED 9-11-86 FROM (Agency or establishment) In accordance with the provisions of 44 U.S.C. 33 the disposil requert, including amendment, is appreced except for items that may be marked "disposition ishington Headquarters Services MAJOR SUBDIVISION Ishington Headquarters Services In accordance with the provisions of 44 U.S.C. 33 the disposil requert, including amendment, is appreced?" or "withdrawn" in column 10. If no rec are proposed for disposal, the signature of the Archive not required. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg 5. TELEPHONE EXT. 695-0970 DATE Agentivist of THE UNITED STAT 13/15/36 Accentificate of AGENCY REPRESENTATIVE hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's recor hat the records proposed for disposal-in, this Request of page(s) are not now needed for the business of 1 ingency or will not be needed after the retention periods specified; and that written concurrence from the Gence Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies intrached. A. GAO concurrence: is attached; or is unnecessary. B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE H. D. NEELEY D. TITLE B. DESCRIPTION PF ITEM 9. GRS OR SUPERSEDED 10,		REQUEST FOR RECORDS DISPOSITION AUTHORITY					
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Category Number	Description of Records	Authorized Disposition		
201-07	1. Management Improvement Project Files	(No Change)		
	(No Change)			
	2. Internal Management Control Program.			
	Documents relating to the administration and control of the Internal Management Control (IMC) Program in the OSD:			
	a. Lists of assessable units, management evaluation plans.	Destroy when superseded.		
	b. Vulnerability assessments.	COFF at end of IMC cycle,* dest after 4 years.		
	c. Internal control reviews, semi-annual reports, annual reports.	COFF when final corrective action completed. Dest 4 years thereafter.		
	d. Annual Statements of Assurance sub- mitted to the President and the Congress by OASD(C) MS-DMI, including backup materials.	Hold until final corrective action taken; trf to WNRC; offer to NARA 20 years thereafter.		

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*The current IMC cycle is two years.

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