

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-269-99-1	DATE RECEIVED 8/1/99
1 FROM (Agency or establishment) General Services Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Information Management Division (CAI)			
3 MINOR SUBDIVISION		DATE 2-2-0	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE 202-501-2262		
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 9/21/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE GSA Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
03A025	Audit Case Files (see attached)		
03A056	Investigative Case Files (see attached)		

*CC Agney, NARA, NARA*

**03A025 Audit Case Files (NC1-269- - ).** Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Included are audit reports, correspondence, memoranda and related information.

- a. Temporary. Cut off at the end of the fiscal year in which case is closed, hold 2 years and retire to FRC. Destroy 8 years after cutoff.
- b. Electronic mail and wordprocessing of records. Delete when file is generated and when no longer needed for referencing or updating

NOTE: Records may be held rather than retired to FRC if:

1. Any implementation review is scheduled or will be scheduled,
2. The files relates to an ongoing investigation or ongoing litigation; or
3. The files relates to significant audit that is expected to generate continued inquiries from parties outside the OIG.

**03A056 Investigative case files. (NCI-269 - -).** Case files developed during investigations or known or alleged fraud or abuse and irregularities or violations of laws and regulations. Cases relate to GSA personnel and programs and operations administered or financed by GSA, including contractors and other having a relationship with GSA. This includes investigative files relating to employee and Hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

- a. Files containing information or allegations that do not related to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.

Temporary. Place in inactive file when case is closed. Cut off at the end of the fiscal year, destroy 5 years after cutoff.

- b. All other investigative files.

Temporary. Place in inactive file when case is closed. Cut off inactive file at end of fiscal year; hold 2 years and retire to FRC Destroy 10 years after cutoff.

- c. Electronic mail and wordprocessing version of records. Delete when file copy is generated and when no longer needed for reference or updating

Note: The General Services Administration will bring any historically significant files to the National Archives and Records Administration's attention on a case by case basis.