

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

- 1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration
- 2. MAJOR SUBDIVISION
Office of ~~Management Services~~ *the Administrator*
- 3. MINOR SUBDIVISION *Deputy Director of Audits*
~~Records Management Branch~~
- 4. NAME OF PERSON WITH WHOM TO CONFER
Raymond F. Hershberger, *BRAR*
- 5. TEL. EXT.
566-0674
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUN 11 1976	JOB NO. NC 1-269-76-3
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p> <p align="right"><i>6-22-76 James E. O'Neill</i> (Date) <i>acting</i> Archivist of the United States</p>	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

June 9, 1976 *Michael G. Barbour* Chief, Records Management Branch (BRAR)
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Audit Program Files File descriptions and requested disposition authorizations are contained in the attached proposed changes to chap. 22 of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NNA 2917 NN 168-84 NC 174-169	<i>< 1</i>
<i>Copy to Agency + NCW 6-28-76 AD</i>			<i>4 items</i>

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

*** The files described in this appendix are accumulated in examining or auditing internal and contractor operations to ensure proper protection of assets; adherence to policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of action taken primarily in connection with the use of assets. Audit program files are created in carrying out the assigned functions set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 2000 subject classification series. This appendix is not applicable to documents accumulated by other offices in responding to audits of their program areas. Instructions applicable to the maintenance and disposition of documents of this nature are in appendix 9-C.

Appendix 22-A. Audit Program Files

1 and 2

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

22A1. Audit guidance. Documents created in preparing, clearing, and issuing special instructions and guides for use by auditors in GSA internal and contract audits, but not documents relating to instructions issued under the issuance system. Included are record copies of audit guides and instructions, clearance actions, and directly related records.

Cut off at the end of the fiscal year when superseded, canceled, or discontinued; hold 3 years; and destroy.

22A2 - 22A4. Reserved.

22A5. Audit control registers. Documents used to control the assignment of numbers and other identifying data to internal and contract audits and reports. Included are index cards, register sheets, and similar controls.

Destroy on completion of the audit, except that registers or indexes to audit reports will be destroyed when all reports listed thereon are disposed of.

22A6 - 22A9. Reserved.

22A10. Audit summaries. Documents created in preparing and circulating summarized information on the status of audit activities, selected audit findings and recommendations, and other audit matters. Included are periodic audit digests and summaries, reports of actions taken as a result of the summaries, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

22A11 - 22A14. Reserved.

22A15. Audit schedules. Documents created in identifying areas for audit, defining the scope of planned audits, and scheduling audits.

Cut off at the end of the fiscal year, hold 5 years, and destroy.

22A16 - 22A19. Reserved.

22A20. Audit report chronological file. Records accumulated for reference and referral to contract audits, internal audits, clearances, and related information. Included are copies of final contract and internal audit reports.

Cut off at the end of the fiscal year, ~~hold 5 years, and destroy~~ when 5 years old.

Appendix 22-A

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

*** 22A36 - 22A39. Reserved.

22A40. Area audit office inspections. Documents accumulated in inspecting the activities of field audit offices for the purposes of increasing operational and administrative effectiveness. Included are inspection reports and related records.

Cut off annually, hold 3 years, and destroy.

22A41 - 22A44. Reserved.

22A45. Audit administrative subject files. Documents relating to the routine operation and administration of the audit function, but not general administrative files described in appendix 9-C. Included are pertinent laws, copies of contracts or other authoritative documents relating to specific audit functional areas; organizational charts and functional statements; surveys of procedures and controls; statistical tabulations; contractor's financial statement; analyses of cost trends; and significant findings of prior audits in each functional area.

Destroy documents when superseded or obsolete.

Appendix 22-A

5 and 6