

Rec'd NCD 19 Feb 80

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)

National Credit Union Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

H. Lewis

5. TEL. EXT.

357-1242

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

2-19-80

JOB NO.

NC1-413-80-1

NOTIFICATION TO AGENCY

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.

3-10-80 James E. O'Hill  
(Date) Acting Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/14/80 Cynthia Mancuso Acting Dir / OA  
Date (Signature of Agency Representative) (Title)

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 13.            | <p>This disposition schedule renders changes to certain items in the National Credit Union Administration's previously-approved records schedule.</p> <p><u>Office of Internal Audit and Investigation</u></p> <p>Audit and investigation reports are prepared as a result of audits and investigations conducted by the NCUA Internal Audit staff. Background files which are often referred to as supporting working papers contain correspondence, memoranda, reports, interview records, trial balances, schedules, and various other working papers and documents related to the work performed during audits and investigations. These support conclusions and recommendations contained in the reports.</p> <p>a. <u>Audit Reports and Background Files</u></p> <p>Destroy three years following completion of an audit or when audited by GAO, whichever is earlier, unless it is the most recent report in which case it will not be destroyed until a more current report is produced.</p> <p>b. <u>Investigation Reports and Background Files</u></p> <p>Destroy three years following completion of an investigation or when audited by GAO, whichever is earlier.</p> | 18204/13                   | 2 items             |

Classified: 3-28-80  
Copy to agencies