

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

8/11/80  
NCI-361-80-14

DATE RECEIVED

August 12, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-17-80 *P. M. Ware*  
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Defense Logistics Agency

2. MAJOR SUBDIVISION  
Staff Director, Administration

3. MINOR SUBDIVISION  
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Anne Nicewicz

5. TEL EXT  
274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5 Aug 80	<i>William A. Smith</i> WILLIAM A. SMITH	Chief, Administrative Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><i>related</i></p> <p><b>Announcements</b> General Accounting Office Reviews/Surveys (463.10) Reports and <del>other</del> documents relating to reviews/surveys of DLA operations performed by representatives of the General Accounting Office. <del>9. Inspector General HQ DLA - Retain in</del> <i>Destroy after 5 years or when no longer needed for current operations, whichever is later.</i> <del>Destroy 10 years after clearance of exceptions.</del> <i>b. other offices - Destroy after 2 years.</i></p>		
2	<p>Policies and Procedures for Handling Contacts with GAO (463.20) Documents relating to major policies and procedures for handling GAO contacts and processing GAO reports.</p> <p><del>a. Inspector General, HQ DLA - Destroy after 10 years.</del> <del>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.</del></p>		
3	<p>GAO Reports (463.30) Documents accumulated during the conduct of GAO reviews/surveys. Included are reports and related papers pertaining to these reviews/surveys.</p> <p>a. Inspector General, HQ DLA - Retain in IG file for 5 years. Destroy after 10 years. b. Other Offices - Destroy <i>10</i> years after <i>receipt</i> <del>clearance</del> of <i>final report.</i> <i>5</i></p>		

*5 items*

*changes made with DLA concurrence on 9/19/80  
Closed Out: 11-10-80: (K.T.)  
Copies sent to AFRC & Agency*

## BACKGROUND

These files contain documents of general accounting office reviews/surveys of DLA performed by representatives of GAO. Included are documents relating to major policies and procedures for handling GAO contacts and processing GAO reports, and other related documents pertaining to reviews/surveys.

The purpose of this request is to cancel the 245 series - General Accounting Office Investigations and incorporate it with the 463 series - General Accounting Office Audits. Presently there are two categories for GAO reports in different numbered series 245 and 463. The Inspector General's Office is the DLA focal point with GAO and administers and controls actions on GAO reviews/surveys performed in DLA.

These files are maintained by the Inspector General's Office in Headquarters and the field offices.

Current disposition standard: None

Recommended standard: As shown on SF 115

GRS does not apply.