

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 DEPARTMENT OF THE NAVY

2 MAJOR SUBDIVISION
 NAVAL AUDIT SERVICE

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER **5. TELEPHONE**

MILLIE STEWART 202-433-4217

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-NU-93-5

DATE RECEIVED
 4-15-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **ARCHIVIST OF THE UNITED STATE**

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 1 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,

is not required; is attached; or has been requested.

DATE **SIGNATURE OF AGENCY REPRESENTATIVE** **TITLE**

9 FEB 93 *[Signature]* Head, Records Management Branch

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR USE ONLY)
	<p>SSIC 7511</p> <p>AUDIT SCHEDULES/AUDIT PLANNING</p> <p>1. AUDIT SCHEDULES AND PLANNING DOCUMENTS. Audit plans and schedules produced during the audit scheduling process, as required by SECNAVINST 7510.7E</p> <p>a. Plans. This category would include documents such as the Annual Audit Plan, Internal Audit Plan, Audit Plan change form, etc.</p> <p>Destroy when 3 years old or when no longer required for reference.</p> <p>b. Research. Correspondence relating to audit topic research.</p> <p>Destroy when 3 years old or when no longer required for reference.</p> <p>c. Suggestions. Audit suggestions and requests for audits.</p> <p>Destroy when 3 years old or when no longer required for reference.</p>	<p><i>Withdrawn by Agency 4/7/93 [Signature]</i></p>	