

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO 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  
MILLIE STEWART

5. TELEPHONE  
202-433-4217

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-NU-93-B

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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 2 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 *J. J. Jensen* Head, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SSIC 7510 GENERAL INTERNAL AUDITING MATTERS</p> <p>1. INTERNAL AUDIT</p> <p>a. General Correspondence Files. Records relating to the implementation and operation of internal audit programs. Announcement letters, research topics, point papers, audit fact sheets, brief sheets, etc.</p> <p>Destroy when 3 years old.</p> <p>b. Guidance on Recruiting, Career Development, and Staff Management of Auditors.</p> <p>Destroy when no longer required for reference.</p> <p>2. MANAGEMENT INFORMATION SYSTEMS REPORTS. Reports generated from machine-readable information (i.e., DLSIE) systems which track all planned, ongoing, suspended, cancelled and closed audits. Also tracks the status of significant, unsolved, open and closed findings of internal audits.</p> <p>a. Textual Reports</p>		<p>Withdrawn by Agency 6/7/93 <i>F. J. [Signature]</i></p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7  
ITEM  
NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

SSIC 7510 (cont'd)

Destroy when no longer required for reference.

b. Keyword Indices

Destroy when no longer required for reference.

*Withdrawn*