

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <i>N1-269-87-3</i>	DATE RECEIVED <i>10/1/86</i>
1. FROM (Agency or establishment) <u>General Services Administration</u>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Office of Administration</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <u>Audit Resolution Program</u>			
4. NAME OF PERSON WITH WHOM TO CONFER <u>Ellen Goss</u>	5. TELEPHONE EXT. <u>535-7645</u>	DATE <u>1-28-87</u>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <i>8/7/86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Moran</i>	D. TITLE <i>Chief, Forms and Records Branch</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<u>Audit Resolution Program Records</u>  Enclosed is the proposed disposition schedule for Audit Resolution program records. This schedule will be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2) after it is approved by NARA. These records were not previously scheduled.		<i>6 items</i>

29A1. **Contract audit resolution case files ( )**. Documents created or accumulated in the resolution and implementation of contract audit recommendations. Included are audit reports, master control records, pre-negotiation and/or price negotiation memoranda, award documents, settlement agreements, contracting officer's final decision letters, and related documents. Included are communications with the contracting officers, finance centers, Office of Inspector General, Office of General Counsel, the Audit Followup Official, and related officials.

Cut off when followup action is completed.

- a. Office of Audit Resolution: Hold 1 year and retire. Destroy when 5 years old.
- b. Central Office service and staff office management support offices: Destroy when 2 years old.

29A2 – 29A4. **Reserved.**

29A5. **Internal audit resolution case files ( )**. Documents accumulated in the resolution and implementation of internal audit recommendations. Included are action plans, documents from resolving and implementing recommendations, resolution letters from the Inspector General, closure notices to action offices, and related correspondence and reports.

Cut off when followup action is completed.

- a. Office of Audit Resolution: Hold 1 year and retire. Destroy when 5 years old
- b. Central Office service and staff office management support offices: Destroy when 2 years old.

29A6 – 29A9. **Reserved.**

29A10. **GAO audit reports ( )**. Documents created or accumulated in the resolution and implementation of GAO audit recommendations. Included are documents from resolving and implementing recommendations, responses from the Administrator of GSA to the Comptroller General, the Congress, and the Office of Management and Budget concerning recommendations.

Cut off when followup actions are completed.

- a. Office of Audit Resolution: Hold 1 year and retire. Destroy when 5 years old.
- b. Central Office service and staff office management support offices: Destroy when 2 years old.