AUDITS, INVESTIGATIONS, AND REVIEWS

Use this subject for correspondence and related papers pertaining to audits, investigations, and reviews. Includes site audits by General Accounting Office.

NOTE: See PROGRAM PLANNING AND REVIEW for program reviews.

Disposal Authority:
Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
AUD	AUDITS, INVESTIGATIONS, AND REVIEWS	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	External (Audits, Investigations, and Reviews)		See Items 14a and 14b, Records Control Schedule, for specific disposal information.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.
1-1	General Accounting Office	Includes site audits.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.
1-2	General Services Administration (GSA)		See Items 14a and 14b, Records Control Schedule, for specific disposal information.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.
1-3	Office of Inspector General (OIG)		See Items 14a and 14b, Records Control Schedule, for specific disposal information.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.
1-4	Office of Personnel Management (OPM)		See Items 14a and 14b, Records Control Schedule, for specific disposal information.	See Items 14a and 14b, Records Control Schedule, for specific disposal information.
2	Internal (Audits, Investigations, and Reviews)		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-1	Field Assistance Reviews		(Item 14e(1)) Office conducting review: Destroy 3 years after next review is conducted.	(Item 14e(2)) Destroy after next review is conducted.
2-2	Mutual Assistance Reviews		(Item 14e(1)) Office conducting review: Destroy 3 years after next review is conducted.	(Item 14e(2)) Destroy after next review is conducted.

AUDITS, INVESTIGATIONS, AND REVIEWS

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
2-3	Standards and Procedures	Use for standards and procedures for conducting, reporting, and reviewing internal audits, investigations, and reviews.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	Reports-Statistics	Use for reports, studies, surveys, progress reports, and significant accomplishment reports. Do not use for case files of audit reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.