

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-86-063

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records under a single job number. The two schedules match. This schedule was therefore superseded by N1-AFU-90-003.

Date Reported: 7/2/2023

N1-AFU-86-063

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-86-63

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

DATE RECEIVED (Revised job received)
8/25/86 (8/11/87)

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Directorate of Information Management and Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Neil Vandergraaf

5. TELEPHONE EXT.
43494

DATE 8/29/87 ARCHIVIST OF THE UNITED STATES
Charles Walker

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 5 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: AUG 06 1987
C. SIGNATURE OF AGENCY REPRESENTATIVE
D. TITLE: GRACE T. ROWE
Records Management Branch
Directorate of Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>Internal Controls (T15-1) (Applicable Air Force-wide)eeee</p> <p>Attached proposed new table 15-1 to AFR 12-50, Volume II iseeee submitted for your review and approval. This table was previously assigned NARA Job # N1-AFU-86-63, but was returned without action for further information.</p>		14 items

15. Internal Controls. This table covers records pertaining to the establishment, evaluation, and reporting on the internal controls (checks and balances) built into management and accounting systems to safeguard government assets.

TABLE 15-1 Internal Controls

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	assessable units	grouping of functional account codes with assigned OPRs	at SAF/ACR	destroy 5 years after assessable units are superseded or when no longer needed, whichever is later.
2	risk assessments	documented worksheets, minutes of meetings, and reports addressing the risk of assessable units	at all activities	destroy 5 years after completion of next comparable risk assessment or when no longer needed, whichever is later.
3	internal control plan	follow-on action plans and schedules for required reviews		destroy 5 years after completion of next comparable plan or when no longer needed, whichever is later.
4	systemic reviews	documented review of system		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.
5	compliance reviews	letters, checklists, reports of finding, and documents pertaining to compliance-type reviews		
6	end-of-review reports	summary of results of internal control examinations		
7	statements of assurance	letters stating compliance or noncompliance with internal control objectives		destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later.

TABLE 15-1 Internal Controls

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	annual statement of assurance sent to SECDEF (RCS: DD-COMP(AR)1618)	annual reports including description of evaluation, report of material weaknesses, status of corrective action, and other similar records	at SAF/ACR	retire as permanent (see note).
9	description of evaluation	record of actions taken to evaluate internal controls	at all activities	destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later.
10	progress reports	report of progress on follow-on actions		destroy 6 months after submission of next comparable report or when no longer needed, whichever is later.
11	report of material weaknesses	statement of problem, objectives, milestones, point of contact, etc		destroy 1 year after corrective action has been completed or after 5 years, whichever is later.
12	status of corrective actions	report on achieving milestones and objectives for corrective actions		
13	end-of-year summary	report of hours spent on the internal control program		destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later.
14	internal control examination reports	documentation of internal control examinations or other actions taken to support the internal control program		destroy 1 year after completion of next comparable report or after 5 years, whichever is later.
	Note: Offer to the National Archives in 5 year blocks, when latest record is 20 years old.			

JUSTIFICATION TO ACCOMPANY SF 115 TO ADD NEW TABLE 15-1 TO AFR 12-50

As a result of new directives pertaining to internal controls, new records are being created that are not covered now in our records disposition regulation, AFR 12-50.

Attached is a proposed new table 15-1, previously considered under NARA Job # N1-AFU-86-13. This job was returned without action under cover of your letter dated July 1, 1987. After a meeting with representatives from NARA, the Air Force Records Management Office, and the Air Force Comptroller, the attached table was reconstructed from the previous submission.

All of these records are for internal Air Force use only and the proposed retention period will satisfy Air Force requirements. The annual statement of assurance with attachments are considered permanent and will be offered to the National Archives in five year blocks when the latest record is 25 years old. No accumulation is available at this time, and the annual accumulation is minimal, probably less than one-twelfth of a cubic foot per year.

Request your favorable consideration and approval of the revision of the original submission.