

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0103-2018-0001

Status: APPROVED
Date Approved: 06/17/2020

General Information

Agency or Establishment	Farm Credit Administration
Record/Scheduling Group	0103 - Records of the Farm Credit Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Inspector General
Schedule Subject	Records of the Office of Inspector General
Additional Schedule Information	Established within the Farm Credit Administration pursuant to the Inspector General Act of 1978, as amended, the Office of Inspector General is tasked with providing independent and objective oversight of Farm Credit Administration programs and operations. The OIG seeks to promote economy and efficiency and to prevent and detect fraud, waste, and abuse by conducting and supervising audits, inspections, evaluations, investigations, and other reviews. The OIG also keeps agency leadership and Congress informed as to problems facing the agency.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 16

Number of Temporary disposition items: 13

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 8

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Records Schedule Number: DAA-0103-2018-0001

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Outline of Records Schedule Items for DAA-0103-2018-0001

Item #	Title	Disposition
0001	Final Reports of Audits, Inspections, Evaluations and Other Reviews with Significant Value	Permanent
0002	All Other Final Reports of Audits, Inspections, Evaluations and Other Reviews	Temporary
0003	Audit, Inspection, Evaluation, and Other Review Workpapers	Temporary
0004	Significant Investigative Records	Permanent
0005	Non-significant Investigative Records	Temporary
0006	Complaint Records	Temporary
0007	Semiannual Reports to Congress and Substantive Non-Routine Congressional Correspondence	Permanent
0008	Planning and Performance Measurement Records	Temporary
0009	Legal Review Files	Temporary
0010	Peer Review Files	Temporary
0011	Policies and Procedures	Temporary
0012	Routine Congressional Correspondence	Temporary
0013	Educational Records	Temporary
0015	Training Records	Temporary
0016	Council of the Inspectors General on Integrity and Efficiency Records	Temporary
0017	Semiannual Reports to Congress Supporting Documentation	Temporary

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Records Schedule Number: DAA-0103-2018-0001

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Records Schedule Items

DAA-0103-2018-0001-0001		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Final Reports of Audits, Inspections, Evaluations and Other Reviews with Significant Value		
Item Description	Final reports of audits, inspections, evaluations, and other non-investigative reviews conducted or supervised by the Office of Inspector General with significant historical value, as determined by the Inspector General based on one or more of the following criteria: (a) the subject of the report is a member of the FCA Board or a senior management official (grade VH-42 and higher); (b) the report attracts widespread, national media or Congressional attention; (c) the report results in major substantive changes to FCA policies and procedures; or (d) the subject of the report is an FCA program/mission-related activity.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	8.1		
Manual Title	Farm Credit Administration Comprehensive Records Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-103-11-001 / 1, in part, OIG only	Yes	N1-103-11-001 / 1, in part, OIG only	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0001 on 10/09/2024.			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the report is issued.		
Are there multiple instructions for this item?	No		

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Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when the most recent record is 20 years old.
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	1989
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1989 To: --/--/1999
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0103-2018-0001-0002	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	All Other Final Reports of Audits, Inspections, Evaluations and Other Reviews	
Item Description	Final reports of audits, inspections, evaluations, and other non-investigative reviews conducted or supervised by the Office of Inspector General, which the Inspector General has not determined to have significant historical value.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	8.2	
Manual Title	Farm Credit Administration Comprehensive Records Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-103-99-2 / 1/A/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0002 on 10/09/2024.		
Final Disposition	Temporary	

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Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which issued.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0003		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Audit, Inspection, Evaluation, and Other Review Workpapers		
Item Description	Records created or acquired that are used to develop final reports of audits, inspections, evaluations, and other non-investigative reviews conducted or supervised by the Office of Inspector General. Workpapers include documentation used to support report findings, conclusions, and recommendations--including, but not limited to, interview notes, pre-review findings, planning materials, correspondence, memoranda and draft reports. Also included are follow-up files, which are created after a report is issued and are used by the OIG to monitor and document actions taken in response to OIG reports.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	8.3		
Manual Title	Farm Credit Administration Comprehensive Records Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-103-99-002 / 1/B	No		
N1-103-99-002 / 1/C	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0003 on 10/09/2024.			

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Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of fiscal year in which created or acquired.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0004		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Significant Investigative Records	
Item Description	Records developed or acquired during investigations conducted by the OIG of known or alleged activity constituting a potential violation of law, rule, or regulation, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety; which the Inspector General has determined have significant historical value based on one or more of the following criteria: (a) the subject of the investigation is a member of the FCA Board or a senior management official (grade VH-42 and higher); (b) the investigation attracts widespread, national media or Congressional attention; (c) the investigation results in major substantive changes to FCA policies and procedures; or (d) the subject of the investigation is an FCA program/mission-related activity. Records are organized in case files consisting of investigative reports and related documents such as correspondence, notes, memoranda of activity, background research and similar workpapers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	8.4	
Manual Title	Farm Credit Administration Comprehensive Records Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-103-11-001 / 1, in part, OIG only	Yes	N1-103-11-001 / 1, in part, OIG only
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0004 on 10/09/2024.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of fiscal year in which the case is closed.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5 year blocks when the most recent record is 20 years old.	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	1989	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1989 To: --/--/1999	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0103-2018-0001-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Non-significant Investigative Records
Item Description	All other investigative files not covered under items 4 or 6 of this schedule. These are records developed or acquired during investigations conducted by the OIG of known or alleged activity constituting a potential violation of law, rule, or regulation, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety. Records are organized in case files consisting of investigative reports and related documents such as correspondence, notes, memoranda of activity, background research, and similar workpapers.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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Agency Code	8.5	
Manual Title	Farm Credit Administration Comprehensive Records Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-103-99-002 / 2/A/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of fiscal year in which case is closed.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0103-2018-0001-0006	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Complaint Records
Item Description	<p>These records include complaints and information submitted to the OIG concerning the possible existence of activity constituting a violation of law, rule, or regulation, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety, which are not associated with an investigation. These allegations may be submitted by any source and may take the form of one or more of the following: hard copy complaints received through hand delivery, interoffice mail, fax, U.S. mail or private mail carrier service; email; and notes memorializing telephonic or in-person interviews. In addition, these files may include supporting documentation. Also included in this item are records documenting the receipt, review, and disposition of complaints and information received. Complaints and information that result in investigation are maintained with the corresponding case file under items 4 or 5.</p>

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Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	8.6
Manual Title	Farm Credit Administration Comprehensive Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-103-99-002 / 2/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0005 on 10/09/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff files at the end of the fiscal year in which the complaint is resolved or closed.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0007	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Semiannual Reports to Congress and Substantive Non-Routine Congressional Correspondence

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Item Description	Reports summarizing activities of the OIG during the six-month periods ending March 31 and September 30 of each year. The report is submitted to Congress in accordance with section 5(b) of the Inspector General Act of 1978, as amended. The report includes descriptions of significant problems, abuses, and deficiencies related to the administration of FCA programs and operations; recommendations for corrective action; matters referred to prosecutorial authorities and the results of these prosecutions; closed investigations; statistical tables demonstrating the dollar results of the OIG's internal program audits and contract audits performed during the reporting period. This item also includes official requests and final responses to requests received from members and committees of the U.S. House of Representatives and U.S. Senate.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	8.7	
Manual Title	Farm Credit Administration Comprehensive Records Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-103-11-001 / 1, in part, OIG only	Yes	N1-103-11-001 / 1, in part, OIG only
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0006 on 10/09/2024.		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of fiscal year in which the report or correspondence were generated.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives in 5-year blocks when the most recent record is 15 years old.	
ADDITIONAL INFORMATION		
Approximate first year of records covered by this authority	1989	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/1989 To: ---/1999
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0103-2018-0001-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Planning and Performance Measurement Records	
Item Description	These records are used for documenting OIG goals, objectives, and performance measures and the office's progress in meeting the same.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	Item 8.8	
Manual Title	Farm Credit Administration Comprehensive Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the record is created.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0103-2018-0001-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legal Review Files	

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Status: APPROVED
Date Approved: 06/17/2020

Item Description	Records of matters which have been assigned to OIG counsel for primary responsibility for review, coordination, and response that are not associated with specific audits, inspections, evaluations, investigations, or other reviews. Includes formal legal opinions, informal legal opinions, and advice on matters including OIG authorities and administrative functions such as human resources, financial management, and facility management. Also includes comments on proposed and existing legislation and regulations and documents created or acquired during formulation of the same.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	8.9
Manual Title	Farm Credit Administration (FCA) Comprehensive Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of fiscal year in which the review is completed.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Peer Review Files

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Item Description	Records summarizing the results of external peer reviews of OIG audit, inspection and evaluation, or investigative functions. Includes final reports and associated attachments for reviews conducted by or of the FCA OIG. Also includes documentation used to support FCA OIG findings, conclusions, and recommendations--including, but not limited to, interview notes, pre-review findings, planning materials, correspondence, memoranda and draft reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	8.11
Manual Title	Farm Credit Administration Comprehensive Records Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the review is completed.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Policies and Procedures
Item Description	Records defining or documenting the policies and procedures established for planning, directing, controlling, performing, and assessing OIG functions, including directives, delegations of authority, operations manuals, and standard operating procedures.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	8.12

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Manual Title		Farm Credit Administration (FCA) Comprehensive Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
N1-103-11-001 / 6.2, in part, OIG only	Yes	N1-103-11-001 / 6.2, in part, OIG only	
Is this item a deviation from the GRS?		No	
DISPOSITION INSTRUCTION			
Final Disposition		Temporary	
Cutoff Instructions		Other: Cutoff at the end of the year in which the policy or procedures are superseded or become obsolete.	
Retention Period		Destroy 7 year(s) after cutoff.	
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required		No	

DAA-0103-2018-0001-0012		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Routine Congressional Correspondence	
Item Description		Correspondence with staff of members and committees of the U. S. House of Representatives and U.S. Senate that is of a routine nature, such as briefings and requests for status updates.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code		8.13	
Manual Title		Farm Credit Administration Comprehensive Records Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?		Yes	
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
N1-103-11-001 / 6.1, in part, OIG only	Yes	N1-103-11-001 / 6.1, in part, OIG only	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at of end of fiscal year in which correspondence was sent or received.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0013		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Educational Records		
Item Description	Records created and distributed to educate FCA employees and others regarding OIG roles, responsibilities, and practices. Includes intra-agency newsletters and training materials.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	8.13		
Manual Title	Farm Credit Administration (FCA) Comprehensive Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-103-11-001 / 6.1, in part, OIG only	Yes	N1-103-11-001 / 6.1, in part, OIG only	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0008 on 10/09/2024.			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of year in which published or issued.		
Retention Period	Destroy 7 year(s) after cutoff.		

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Training Records
Item Description	Records created or obtained for the purposes of documenting and tracking employee participation in mission-related professional training.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which the professional training was completed.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Council of the Inspectors General on Integrity and Efficiency Records
Item Description	Records created pursuant to involvement in the Council of the Inspectors General on Integrity and Efficiency and subsidiary committees or working groups thereof, as well as any predecessor or successor entities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the fiscal year in which document was created.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0103-2018-0001-0017	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Semiannual Reports to Congress Supporting Documentation
Item Description	Supporting documentation for Semiannual Reports to Congress, including correspondence, comments, justifications and other background notes related to the preparation of the final reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0103-2023-0001-0007 on 10/09/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of each fiscal year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	David Ferriero	06/17/2020