# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# Schedule Number: N1-411-90-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:  $\frac{8}{5}/2024$ 

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 09-08B

# SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 09-08A is superseded by N1-411-93-01 item 09-08A

	•		
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO. NI-411-90-8	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHI	NGTON, DC 20408	B 5-22-90	
1. FROM (Agency or establishment) US General Accounting Office		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a	
2. MAJOR SUBDIVISION Records Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	
3. MINOR SUBDIVISION Records Analysis Branch		are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Claudia Bradley	5. TELEPHONE EXT. 275-3830	8/1/9, Claudy miles	
6. CERTIFICATE OF AGENCY REPRESENTATIVE	•	····· · · · · · · · · · · · · · · · ·	

1

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 \_\_\_\_\_\_ 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:  $\Box$  is attached; or  $\bigotimes$  is unnecessary.

Journal Staplesau Records Administrator   7. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 9. GRS OI SUPERSED JOB CITATION   NO. Master Job Files and Master Product Folder (See Attachments) 0	DED TAKEN
ITEM NO. 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) SUPERSED JOB CITATION   Master Job Files and Master Product Folder Master Supersection	DED TAKEN (NARS USE
(See Attachments)	

#### Attachments

090-08

### MASTER JOB FILE

The primary file for each GAO assignment describing the decisions and events that affected the assignment and final products. The case file includes confirmation letters, tracking forms, assignment plans, summaries of job-related meetings, work progress reports, trip reports, correspondence sent to agencies, workpaper summaries, etc. The files are maintained in the headquarters division/office responsible for the assignment and regional and overseas offices involved in the assignment.

a. Master Job Files

#### TEMPORARY

NC1-217-82-1 090-08

Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Destroy 3 years after completion of assignment.

#### PERMANENT

Cut off after completion of assignment; retain on site for 1 year then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

2 Machine Readable Records

PERMANENT

Cut off after completion of assignment. Print GRS 20, out in hard copy. Retain on site for 1 year, Item 2a then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

\*(NOTE: Final determination of the value of these records rests with NARA. Files found not to have research value will be returned to the agency or destroyed, depending upon GAO wishes.) 090-10

• • •

### ) <u>MASTER PRODUCT FOLDER</u> (previously known as Master Report Folder)

The official file of GAO's products (audit reports, fact sheets, briefing reports, management letters, summaries, testimonies, etc.) that includes the developmental history of the product through final issuance. The file includes a referenced draft, referencer's review sheets, reviewed drafts, draft report clearance statement, written agency comments, other pertinent correspondence, memorandum summarizing results of exit conferences, and the signature package, including the action routing slip, and copy of agency's required 31 U.S.C. 720 response. These files are maintained in the division or office responsible for the assignment but do not include the camera copy of the product maintained in the Office of Publishing and Communications (OPC).

a. Master Product Folders created prior to October 1, 1989

TEMPORARY

NC1-217-82-1 073-12

- Cut off at end of FY in which the product is issued; transfer to Federal Records Center (FRC) l year later; destroy 15 years after product is issued.
- Master Product Folders created after October 1, 1989 (FY 90)

#### TEMPORARY

Cut off after completion of assignment; retain on site for 1 year, then transfer to FRC. Destroy 3 years after completion of assignment.

 Master Product Folders relating to historically significant assignments, such as those resulting in extensive national media attention; approval of new legislation by Congress; or l. Paper Records substantive change to existing

legislation.\*

#### PERMANENT

Cut off after completion of assignment; retain on site for 1 year, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

<u>Machine Readable Records</u>

GRS 23, Item 2a

PERMANENT

Cut off after completion of assignment. Print out in hard copy. Retain on site for 1 year, then transfer to FRC. Offer to NARA in 5 year blocks when 20 years old.

\*(Final determination of the value of these records rests with NARA. Files found not to have research value will be returned to the agency or destroyed, depending upon GAO wishes.)

Camera Copy of GAO's products maintained by the Office of Publishing and Communications 090 - 10-d-NON-RECORD cont'd

### TEMPORARY

Cut off at end of FY in which product is issued; retain on site for 3 years. At the end of 3 years, OPC reviews reprint history of report, then determines to keep the materials until no longer needed, or destroy the camera copy if no longer needed for reprint.