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UNITED STATES GENERAL ACCOUNTING OFFICE
 WASHINGTON REGIONAL OFFICE
 FIFTH FLOOR
 803 WEST BROAD STREET
 FALLS CHURCH, VIRGINIA 22046

Rel. 7/25/83
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JUN 7 1971

Dear Mr. Galuardi:

We have made an audit of the payroll and leave records of selected employees of the Central Office and Region 3, General Services Administration, Washington, D.C., through January 10, 1970. Our audit, which was made using statistical sampling techniques, included an examination and verification of payroll, leave, and personnel matters for selected pay periods, a limited amount of additional testing for specific types of transactions, and an evaluation of payroll and leave procedures, controls, and administration.

We found that the administration of payroll, leave, and related functions was satisfactorily performed. Certain minor deficiencies which we noted during our review were discussed with members of your staff who informed us that corrective action has been taken or is planned.

The records of payroll and leave through January 10, 1970, may be transmitted to the Federal Records Center for storage in accordance with your approved records retention and disposal program.

We wish to acknowledge the courtesies and cooperation extended to our representatives during the review.

A copy of this report is being sent to the Administrator of General Services.

Sincerely yours,

D. L. Scantlebury
 D. L. Scantlebury
 Regional Manager

Mr. John F. Galuardi
 Regional Administrator, Region 3
 General Services Administration
 Washington, D.C. 20407

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