

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Defense

2. MAJOR SUBDIVISION

Office of the Inspector General

3. MINOR SUBDIVISION

Admin. & Logistics
Asst. IG for Admin. & Info. Mgmt. Services Directorate

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Ray Braemer

(703) 604-9781

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-509-99-5

DATE RECEIVED

5-18-1999

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

9-30-99

John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Assistant Inspector General for
Administration & Information Management

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>See Attached.</p>		

Staff

363-60

Congressional Briefings - Routine

Memoranda for the Record on meetings between OIG staff and congressional staff. [Amended by R. Wire per R. Braemer's 7/2/99 e-mail]

Item

1 a. Recordkeeping copy (paper): Cut off after 2 years. DESTROY when 8 years old.

b. Electronic Mail and Word Processing System Copies:

2 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

3 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/Delete when dissemination, revision, or updating is complete.

364

PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE).

364-10

PCIE Subjective Files.

Requests for general information from the PCIE; records and materials from both the Council and committee meetings of the PCIE including agenda, background information and commitments made at the meeting.

4

a. Recordkeeping copy (paper): Cut off annually. Destroy when 7 years old.

b. Electronic Mail and Word Processing System Copies:

5

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

Item
6

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/Delete when dissemination, revision, or updating is complete.