

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-509-00-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

LEAVE BLANK (NARA use only)

JOB NUMBER

DATE RECEIVED

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION	Admin & Logistics
Office of Admin & Info Mgmt	Svcs Directorate

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
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(703) 604 - 9781

DATE _____

ARCHIVIST OF THE UNITED STATES

2-3-00

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 33 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,

DATE _____

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

OCT 27 1999

Director, Office of Administration
& Information Management

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR
SUPERSEDED
JOB CITATION

10 ACTION
TAKEN (NARA
USE ONLY)

This request for records disposition covers the electronic records of the DoD, Inspector General under NARA Bulletin 99-04.

(See attached)

FEB 15 2000

Off copy to: agency, NWME, NWCTM

108-10 Chronological Reading Files. Extra copies of outgoing correspondence arranged in chronological order for reference only Cut off monthly, quarterly, or semiannually

a Office of the Inspector General and Assistant Inspectors General files

~~(1) Recordkeeping copy (paper), PERMANENT Transfer to National Archives after 30 years, (N1-330-92-4)~~

(2) Copies created on electronic mail and word processing systems DELETE after recordkeeping copy has been produced

b Other Offices

~~(1) Recordkeeping copy (paper), DESTROY after 1 year, (N1-330-92-4)~~

(2) Copies created on electronic mail and word processing systems DELETE after recordkeeping copy has been produced

145 Publications Case Files. Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects Includes DoD Directives and other publications for which IG, DoD has proponentcy

~~a Recordkeeping copy (paper) with supporting papers PERMANENT Transfer to National Archives in 5 year blocks when most recent record is 30 years old, (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

205 Standards Of Conduct. Documents relating to procedures to assure that all personnel fully understand the standards of conduct and ethics For example, procedures requiring that each individual periodically read applicable directives and sign a document indicating that the directives are understood

~~a Recordkeeping copy (paper) DESTROY after the next periodic application of the procedure or when obsolete (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

215-01 Military Authorizations. OIG military manpower authorizations, justification for new positions or deletions, control over grade requirements (These ARE NOT individual personnel files)

~~a Recordkeeping copy (paper) Cut off when no longer current DESTROY after 10 years (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

215-50 Military Personnel Records. Documents created as the result of detail or assignment to OIG, which normally would be made a part of the individual's personnel file and other related correspondence Orders, promotions, classification, citations for medals, etc

a Records appropriate for inclusion in the individual's official personnel file

~~(1) Recordkeeping copy (paper) Forward to the appropriate Military Service within 30 days after release from duty with the OIG (N1-330-88-4)~~

(2) Copies created on electronic mail and word processing systems DELETE after recordkeeping copy has been produced

~~b Other paper records DESTROY 1 year after transfer of the individual (N1-330-88-4)~~

215-60 Military Leave Files. Records relating to leave of military personnel

a—Recordkeeping copy-(paper)- DESTROY, individual leave authorization when adjustments are made—(N1 330 88 4)

b Electronic mail and word processing system copies

(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. DELETE within 180 days after the recordkeeping copy has been produced

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

245-10 Training Aids. One copy of each manual, syllabus, textbook, or other training aid developed or contracted for development by OIG **NOTE** Training aids developed by other Government agencies or non-Government institutions are considered non-record reference materials and may be destroyed when obsolete or superseded

a—Recordkeeping copy-(paper)- PERMANENT, Transfer to National Archives in 5 year blocks when most recent record is 20 years old—(N1 330 88 4)

b Electronic mail and word processing system copies

(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. DELETE within 180 days after the recordkeeping copy has been produced

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

265-20 Departmental Level Awards Files. Records relating to awards made at levels higher than OIG (Secretary of Defense, Presidential, etc)

a—Recordkeeping copy-(paper)- DESTROY after 5 years—(N1 330 88 4)

b Electronic mail and word processing system copies

(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. DELETE within 180 days after the recordkeeping copy has been produced

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

310 Planning and Management Policy Files. Formal directives that establish agency policies and procedures pertaining to program functions

~~a—Recordkeeping copy (paper)—PERMANENT—Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330.88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

320 ORGANIZATION PLANNING FILES. Record copies of documents relating to the establishment of and changes in organization, functions, and relationships of the OIG when such actions affect, or may affect, the management and operation of the agency Included are staff studies, reports of working groups, and minutes of committee or task force meetings and staff conferences relating to overall functions and mission **NOTE:** *Duplicate copies used for reference are non-record material and may be destroyed when no longer needed*

~~a—Recordkeeping copy (paper)—PERMANENT—Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330.88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

320-01 Organization Charter Files. Record copies of the Organizational Charter, Delegations of Authority, copies of published directives implementing establishment or change and related or similar documents Documents which authorize and define the scope of authority, primary functions and organizational relationships within OIG offices or special committees **NOTE:** *Duplicate copies used for reference are non-record material and may be destroyed when no longer needed*

~~a—Recordkeeping copy (paper)—PERMANENT—Cut off when superseded—Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (DESTROY duplicate copies when no longer required) (N1-330.88-4).~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

320-02 Organizational Structure. Documents, charts and publications pertaining to the OIG organizational structure

~~a—Recordkeeping copy (paper) PERMANENT Cut off when superseded. Transfer to National Archives when most recent record is 20 years old. (DESTROY duplicate copies when no longer required) (N1-330-88.4)—~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

325 Emergency Planning Files. Documents which describe evacuation, relocation, vital records program, and continuity of operation, personnel assignments, and related procedures

~~a—Recordkeeping copy (paper) of each plan or directive issued. PERMANENT Cut off when canceled or superseded. Transfer to National Archives in 10 year blocks when most recent record is 15 years old. (N1-330-88.4)—~~

~~b—Case file (paper copies) Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files. DESTROY 3 years after issuance of new plan or directive. GRS 18-27—~~

c Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

333 Program Progress Files. Records relating to management programs progress and accomplishments Includes related planning records and other backup case records These files contain all significant management programs, objectives, planned milestones, progress reports, and related documents

~~a Recordkeeping copy (paper). PERMANENT. Cut off on completion of case. Transfer to National Archives in 5 year blocks when most recent record is 30 years old. (N1-330-88-4).~~

~~b Duplicate paper copies and background material. DESTROY after 6 months. (N1-330-88-4)~~

c Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

340-10 Management Practices Files. Papers, charts, diagrams, policy on agency management practices, theory, techniques, case studies, and the like to develop and improve agency management practices

~~a Recordkeeping copy (paper). PERMANENT. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. (N1-330-88-4).~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

340-20 Management Survey Case Files. Comprehensive surveys involving the systematic formal review of organizational structure or operational procedures Included are documents reflecting the request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey

a Office conducting the survey or sponsoring the contract

~~(1) Recordkeeping copy (paper). PERMANENT. Cut off when superseded. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. (N1-330-88-4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

b Office surveyed

~~(1) Recordkeeping copy (paper) DESTROY on completion of next comparable survey, or when no longer required for reference. (N1-330-88-4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

c Background Files Data collected for a management survey and accumulated in offices conducting or participating in the survey

~~(1) Recordkeeping copy (paper) DESTROY when no longer required for reference (N1-330-88-4)~~

(2) Copies created on electronic mail and word processing systems DELETE when recordkeeping copy is produced

341 Management Improvement Project Files. Documents relating to projects which result in initiation of changes in the manner or method of planning, directing, controlling, or doing work

~~a Recordkeeping copy (paper) Cut off on completion of project DESTROY 4 years after cut off (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

344 Work Simplification Files. Documents related to the analysis of specific work procedures to simplify and improve them

~~a Recordkeeping copy (paper) Cut off when final action is taken. Transfer to WNRC after 3 years
DESTROY 25 years after cut off (NI 330-88.4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

345 Committee Management Files. Documents reflecting the establishment, organization, membership, and policy of advisory, interagency, or international committees or councils Includes minutes, final reports, and related papers

a Committee management or sponsor's office

~~(1) Recordkeeping copy (paper) PERMANENT Cut off on disapproval or dissolution of the committee Transfer to National Archives in 5 year blocks when most recent record is 25 years old (NI 330-88.4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or update is complete

355-50 Vital Records Program Files. Directives and policies relating to the Vital Records Program ~~To include records essential to the continued functioning or reconstitution of an organization during and after an emergency and also those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Includes both emergency-operating and rights-and-interests records.~~

~~a Recordkeeping copy (paper) PERMANENT Transfer to National Archives in 5 year blocks when most recent record is 20 years old. (NI 330-88.4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

357-02 Privacy Act Reports Files.

b Annual reports to the Congress, OMB, and the IG

~~(1) Recordkeeping copy (paper) PERMANENT. Transfer to National Archives in 5 year blocks when most recent record is 20 years old (N1-330-88-4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

358-02 FOIA Reports Files

b Annual reports to the Congress or the DoD

~~(1) Recordkeeping copy (paper) PERMANENT. Transfer to National Archives in 5 year blocks when most recent record is 20 years old (N1-330-88-4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

363-50 Congressional Hearings.

a Testimony presented to the Congress by the IG and Senior Officials of the OIG Includes record copy of testimony and original briefing books

~~(1) Recordkeeping copy (paper) PERMANENT. Cut off on completion of the hearing. Transfer to National Archives in 5 year blocks when most recent record is 20 years old (N1-509-97-1)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

b Work papers and background material

~~(1) Recordkeeping copy (paper) DESTROY when 10 years old (N1-509-97-1)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

365 Semiannual Report to Congress Files. Reports prepared by the OIG and submitted to the Congress
The reports summarize the activities of the OIG for the six-month periods ending March 31 and September 30

~~a Recordkeeping copy (paper) PERMANENT. Cut off upon transmission to the Congress
Transfer to National Archives in 10 year blocks when most recent record is 10 years old (N1-330-88-4)~~

~~b Extra (paper) copies and working papers. DESTROY when no longer needed. (N1-330-88-4)~~

c Copies created on electronic mail and word processing systems

(1) To facilitate access by staff and the public DELETE when 5 years old

(2) Used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is completed

370 Public Relations Files. Speeches, addresses, news releases, comments Remarks made at formal ceremonies and during interviews by senior agency officials concerning agency programs

a Textual Records

~~(1) Recordkeeping copy (paper) PERMANENT. Transfer to National Archives in 5 year blocks when most recent record is 20 years old (N1-330-88-4)~~

(2) Electronic mail and word processing system copies

(a) 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 DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete

372 Agency Publications. Record copy of each publication, poster, booklet, brochure, pamphlet, and similar material *NOTE: Other copies used for reference only are non-record material and may be destroyed when obsolete or no longer needed*

~~a Recordkeeping copy (paper) PERMANENT Cut off upon completion of the publication
Transfer to National Archives in 5 year blocks when most recent record is 20 years old (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

374 Agency Historical Files. Agency histories and selected background materials

~~a Recordkeeping copy (paper) PERMANENT Transfer to National Archives in 5 year blocks
when most recent record is 20 years old (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

423 Program Budget Decisions (PBD) Files. OIG-wide program budget OSD Authorizations for OIG funding

~~a—Recordkeeping copy (paper). PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced.

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

423-01 Reclamas to Program Budget Decision (PBD) Files. Requests by OIG, to OSD for changes to the PBD

~~a—Recordkeeping copy (paper). PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

424 Budget Submissions - President's. OIG, budget submitted to OSD, which, in turn is submitted to the President

~~a—Recordkeeping copy (paper). PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b Electronic mail and word processing system copies

(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 DELETE within 180 days after the recordkeeping copy has been produced

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

424-10 Supplemental Budget Data - Congress. Supplemental data in support of the President's budget.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

424-20 Witness Statements to The Congress. Testimony before Congress in support of the President's budget.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies.

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

427-01 Program Objective Memorandum (POM) Submissions. Internally within OSD, first cycle of the 5 Year Plan.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

427-03 Program Decision Memorandums (PDM). Decision issued as part of the POM which contains the approved manpower and dollar figures.

~~a. Recordkeeping copy (paper): PERMANENT; Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

428 Budget History.

~~a. Recordkeeping copy (paper) DESTROY after 5 years. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

429 Program Change Decisions (PCD) Files.

~~a. Recordkeeping copy (paper): PERMANENT; Cut off after 5 years. Transfer to National Archives in 5-year blocks when the most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

440 Financial Reports. Recurring and one time reports on financial management.

~~a. Recordkeeping copy (paper): PERMANENT; Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330.88.4).~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

702 Indexes to Audit Case Files. Indexes to audit case files used to locate specific documents within the case files or used as a reference.

~~a. Recordkeeping copy (paper): Follow the disposition instruction for the case file to which the index pertains or DESTROY when no longer needed, whichever is sooner. (N1-330-90-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

703 Case Control System Files. Status and historical information pertaining to personnel employed in an active auditing role within OIG used for personnel planning and management of audits.

~~a. Recordkeeping copy (paper): DESTROY when obsolete. (N1-330-88-4)~~

b. Copies created on electronic mail and word processing systems: DELETE 2 years after they become inactive ~~(N1-330-88-4)~~

705 Inquiries and Reports Files. Documents, including correspondence, memoranda and reports, created when responding to requests pertaining to the auditing function.

a. Internally Generated. Required by OIG from DoD Agencies or the Military Services.

~~(1) Recordkeeping copy (paper): Retire to WNRC 1 year after action is completed. DESTROY when 10 years old. (N1-330-90-4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Externally Generated by OIG as required by GAO, Congress, OMB or other Government agencies.

~~(1) Recordkeeping Copy (paper): Retire to WNRC 1 year after action is completed. DESTROY when 10 years old. (N1-330-90-4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

705-10 Congressional Inquiries. Responses to Congress concerning on-going or proposed audits

a. Those of congressional or public interest pertaining to substantial policy issues

~~(1) Recordkeeping copy (paper): PERMANENT; Cut off after 5 years. Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330-88.4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Routine responses.

~~(1) Recordkeeping copy (paper): DESTROY after 3 years. (N1-330-88.4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete

710 AUDIT POLICY AND PROCEDURES FILES. Records defining and documenting the policies required for directing, controlling, and carrying out OIG audit operations.

~~a. Recordkeeping copy (paper): PERMANENT; Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when most recent record is 30 years old. (N1-330-88.4)~~

~~b. Other copies, work papers and background material (paper): DESTROY when no longer needed. (N1-330-88.4)~~

c. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

715 Audit Planning Files. Records on planning annual audit schedules and procedures pertaining to the selected audits.

~~a. Recordkeeping copy (paper): PERMANENT; Cut off when superseded or obsolete. Transfer to National Archives in 5 year blocks when most recent record is 30 years old. (N1-330-88-4)~~

~~b. Other copies, work papers and background material (paper): DESTROY when no longer needed. (N1-330-88-4)~~

c. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

720 AUDIT OVERSIGHT CASE FILES. Documents which monitor and evaluate DoD internal audit, contract audit, and internal review principles, policies and procedures.

~~a. Recordkeeping copy (paper): PERMANENT; Transfer to National Archives in 5 year blocks when most recent record is 30 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

730 AUDIT FOLLOW-UP CASE FILES. Documents which monitor and review DoD components' actions on recommendations made in OIG Audit Reports

a. Arbitrations of disputes between auditors and management that deal with savings or efficiencies in DoD operations.

~~(1) Recordkeeping copy (paper): DESTROY after 20 years. (N1-330-88-4).~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Arbitrations which establish a precedent

~~(1) Recordkeeping copy (paper): PERMANENT; Transfer to National Archives in 5 year blocks when most recent record is 30 years old. (N1-330-88-4).~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

735 GAO Report Follow-up Case Files. Documents which monitor and review DoD components' actions on recommendations made in GAO Audit Reports.

a. Arbitrations of disputes between auditors and management that deal with savings or efficiencies in DoD operations.

~~(1) Recordkeeping copy (paper): DESTROY after 20 years. (N1-330-88-4).~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Arbitrations which establish a precedent

~~(1) Recordkeeping copy (paper): PERMANENT. Transfer to National Archives in 5 year blocks when most recent record is 30 years old. (N1-330-88-4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

740 CONTRACT AUDIT CASE FILES. Case files of contract audit follow-up activities by the OIG. Includes reports, correspondence, and supporting work papers

~~a. Recordkeeping copy (paper): DESTROY after 6 years and 3 months. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

750 AUDIT CASE FILES. Case files of audits on DoD agency programs, operations, and procedures and of external audits conducted on contractors and grantees. Includes documents such as pre-audit planning, scheduling, and correspondence, reports, and workpapers.

a. Case files on audits initiated prior to January 1, 1992. Includes project files and current files.

~~(1) Recordkeeping copy (paper): Cut off on resolution of audit and retire to WNRC. DESTROY 8 years after cut off. (N1-330-90-4)~~

(2) Copies created on electronic mail and word processing systems:

(a) To facilitate access by staff and the public: DELETE when the recordkeeping copy is destroyed.

(b) Other electronic copies: DELETE after recordkeeping and access copies have been produced

b. Case files on audits initiated on or after January 1, 1992.

(1) Project files containing material of a continuing or recurring nature and of use in planning future audits of a program or function.

~~(a) Recordkeeping copy (paper): Cut off on resolution of audit and retire to WNRC.
DESTROY 8 years after cut off. (N1 330 90 4)~~

(b) Copies created on electronic mail and word processing systems:

a To facilitate access by staff and the public: DELETE when recordkeeping copy is destroyed.

b Other electronic copies: DELETE after recordkeeping and access copies have been produced.

(2) Current files containing work papers.

~~(a) Recordkeeping copy (paper): Cut off on resolution of audit and retire to WNRC.
DESTROY 2 years after cut off. (N1 330 90 4)~~

(b) Copies created on electronic mail and word processing systems: DELETE when recordkeeping copy is produced.

~~**NOTE:** Some audit case files may be considered as PERMANENT if they attracted great public or industry attention, documented an advance in technology, had a significant impact on industry or documented historical development of the agency. Notify National Archive, through the OIG Records Manager, so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized.~~

803 Evidence Ledgers and Custody Files. Documents showing the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings. Included are vouchers, statements of destruction, ledgers and related information.

a. Ledger.

~~(1) Recordkeeping copy (paper): DESTROY 3 years after all items of evidence have been disposed of. (N1-330-88.4)~~

(2) Copies created on electronic mail and word processing systems: ~~DESTROY~~ **DELETE** when recordkeeping copy is destroyed.

b. Custody documents.

~~(1) Recordkeeping copy (paper): DESTROY 3 years after final disposition of evidence. (N1-330-88.4)~~

(2) Copies created on electronic mail and word processing systems: ~~DESTROY~~ **DELETE** when recordkeeping copy is destroyed.

804 Informant Files. Documents related to informants used in the conduct of investigations. Included are informant data cards, agent activity summaries, cross index cards and related documents.

~~a. Recordkeeping copy (paper): DESTROY 10 years after termination of informant's service. (N1-330-88.4)~~

b. Electronic mail and word processing system copies:

(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. **DELETE** within 180 days after the recordkeeping copy has been produced.

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

806 Firearms Authorization Files. Documents authorizing investigators to carry firearms.

~~a. Recordkeeping copy (paper): DESTROY 6 months after expiration of the authorization. (N1-330-88.4)~~

b. Copies created on electronic mail and word processing systems: **DELETE** after recordkeeping copy have been produced.

806-20 Loss and Recovery of Firearms and Ammunition. Documents and reports relating to the loss and recovery of firearms and ammunition.

~~a. Recordkeeping copy (paper): DESTROY after 10 years. (N1-330-88.4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

809 Criminal Information Bulletins. Bulletins used to send out criminal information. Contains the review and analysis of criminal information reports, reports of investigation, the crime prevention survey and other investigation documents received.

~~a. Recordkeeping copy (paper): DESTROY after 5 years or when no longer needed, whichever is earlier. Selected reports containing information of current operational value may be kept past 5 years but no longer than 20 years. (N1-330-88.4)~~

b. Copies created on electronic mail and word processing systems:

(1) To facilitate access by staff and the public. DELETE when superseded or cancelled

(2) Extra electronic copies: DELETE after recordkeeping and access copies have been produced.

810 INVESTIGATIONS POLICY & PROCEDURES FILES. Records defining and documenting the policies required for directing, controlling, and carrying out OIG investigative operations.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330-88.4)~~

~~b. Other (paper) copies, work papers and background material: DESTROY when no longer needed. (N1-330-88.4)~~

c. Copies created on electronic mail and word processing systems:

(1) To facilitate access by staff and the public. DELETE when superseded or cancelled.

(2) Extra electronic copies: DELETE after recordkeeping and access copies have been produced

815 Investigations Planning Files. Records on planning investigation schedules and procedures pertaining to the selected investigations.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when most recent record is 20 years old. (N1-330-88.4)~~

~~b. Other copies, work papers, and background material (paper): DESTROY when no longer needed. (N1-330-88.4)~~

c. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

818 Liaison and Jurisdictional Agreements. Documents dealing with liaison matters of mutual interest with and render requisite assistance to investigative activities and law enforcement. Letters of agreement, status of forces agreements and other similar or related records.

~~a. Recordkeeping copy (paper): PERMANENT; Transfer to National Archives in 10 year blocks when most recent record is 10 years old. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

820-10 Congressional Inquiries. Responses to Congress concerning on-going or proposed investigations

a. Those of congressional or public interest pertaining to substantial policy issues

~~(1) Recordkeeping copy (paper): PERMANENT; Cut off when superseded or obsolete. Transfer to National Archives in 5 year blocks when most recent record is 20 years old. (N1-330-88-4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Routine responses.

~~(1) Recordkeeping copy (paper): DESTROY after 3 years. (N1-330-88-4)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

822 Fraud/Criminal Briefings. Reports, correspondence, and related records on fraud mission briefings.

~~a. Recordkeeping copy (paper): DESTROY after 3 years. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

822-50 Fraud Prevention Surveys. Information requested and reports provided for the prevention of fraud in Government operations and contract agreements

~~a. Recordkeeping copy (paper): DESTROY after 10 years. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

825-20 Information Report (IR) Files. Unsolicited information of a criminal nature received by the IG, DoD concerning persons or incidents which are of direct interest to other DoD components or Federal agencies

~~a. Recordkeeping copy (paper): Cut off on closure. Retire to WNRC 2 years after cut off. DESTROY 10 years after cut off. (N1-509-93-1)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced

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

830 INVESTIGATIONS OVERSIGHT PROJECT FILES. Documents that monitor and evaluate DoD internal investigations, external (contractor) investigations, and internal review principles, policies and procedures.

~~a. Recordkeeping copy (paper). PERMANENT: Retire to WNRC when no longer needed for current operations. Transfer to National Archives in 10 year blocks when most recent record is 10 years old. (NI 330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

850 CRIMINAL INVESTIGATIONS CASE FILES. Case files of investigations of alleged violations of laws, regulations, and directives by DoD agency personnel and external investigations conducted on contractors and grantees. These may include, but are not limited to, official reports of investigations (ROIs), polygraph reports, case initiations, case closings, agents' notes, sworn statements and affidavits and subpoenas and request for authorization to use electronic equipment for consensual monitoring, consensual monitoring reports, significant incident reports, supplemental reports on closed cases, evidence to include pictures, fingerprints, and any other case related documents or information used during the investigation of a particular case. Files may include audio cassette tapes and video cassette tapes. * * *

~~a. Initiating officer, resident agency, or field office case files (paper copies). Transfer through channels to HQ, OAIG-INV 2 years after the case closes. (NI 509-93-2)~~

~~b. HQ, OAIG-INV case files (paper copies) in Categories F - Redistribution/Marketing Fraud, O - U.S. Customs Violations, S - Environmental, T - Terrorism Related Act, W - Reserved for Future Use, X - Internal Security. PERMANENT: Retire to WNRC 3 years after case closure. Transfer to the National Archives of the United States 20 years after case closure. (NI 509-93-2)~~

~~c. HQ, OAIG-INV case files (paper copies) in all other categories not listed in "b" above. Temporary. Retire to WNRC 3 years after case closure. DESTROY 20 years after case closure. (NI 509-93-2)~~

d. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

~~*** Audiovisual (AV) material accumulated in connection with temporary cases may be retired to WNRC as long as only AV material is included in that accession. Do not mix AV and Textual records. Audiovisual material accumulated in connection with a PERMANENT case may not be retired to the WNRC due to preservation concerns. Maintain on site and transfer directly to the National Archives of the United States at the same time that the textual records are transferred. (N1-509-93-2).~~

~~*NOTE: Some case files (not already scheduled as PERMANENT) warrant PERMANENT retention if they attract great public or judicial attention or documented historical development of the agency. Notify the National Archives and Records Administration, through the OIG Records Manager, so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized. (N1-590-93-2)*~~

870 ADMINISTRATIVE INVESTIGATIONS CASE FILES. Complaint files, inquiries, replies, comments, and other documents relating to investigation of non-criminal allegations of misconduct and mismanagement. * *NOTE: Significant cases include those which attract great public or judicial attention or document a historical development in the agency* (N1-509-97-1)

a. Routine Inquiries

~~(1) Recordkeeping copy (paper): Final Report. DESTROY when 10 years old. (N1-509-97-1)~~

~~(2) Work papers and background material. DESTROY when 10 years old. (N1-509-97-1)~~

(3) Copies created on electronic mail and word processing systems: DELETE when recordkeeping copy has been produced.

* b. Significant Cases.

~~(1) Recordkeeping copy (paper): Final Report. PERMANENT; Transfer to the National Archives in 5-year blocks when most recent record is 10 years old. (N1-509-97-1)~~

~~(2) Work papers and background material. PERMANENT; Transfer to the National Archives in 5-year blocks when most recent record is 10 years old. (N1-509-97-1)~~

(3) Copies created on electronic mail and word processing systems: DELETE when recordkeeping copy has been produced

870-01 Internal Investigations Inquiries. The investigation of misconduct or inappropriate/unprofessional acts by an AIG for Investigations employee.

a. Unfounded or unsubstantiated.

~~(1) Recordkeeping copy (paper): DESTROY when 10 years old. (N1-509-97-1)~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Substantiated.

~~(1) Recordkeeping copy (paper); DESTROY when 10 years old or 5 years after termination of employee, whichever is later. (N1 509.97.1).~~

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

901 Internal Office Inspections and Surveys. Documents relating to routine inspections and surveys of internal IG, DoD operations and procedures.

~~a. Recordkeeping copy (paper). DESTROY after 1 year or after next survey or inspection. (A1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

902 Indexes to Inspections Case Files. Indexes to case files used to locate specific documents within the case files or used as a reference.

~~a. Recordkeeping copy (paper). Follow disposition instructions for the related case file or DESTROY when no longer needed for reference. (A1-330-88-4)~~

b. Electronic mail and word processing system copies.

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

905 IG Inquiries. Complaint files, inquiries, replies, comments, and related documents relating to the IG inspections function but not appropriate for filing with inspections case files.

~~a. Recordkeeping copy (paper). DESTROY after 10 years. (A1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

910 INSPECTIONS POLICY AND PROCEDURES FILES. Reports defining and documenting the policies and procedures required for directing, controlling, and carrying out inspection program operations.

~~a. Recordkeeping copy (paper): PERMANENT; Cut off when superseded or obsolete. Retire to WNRC. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. (N1-330-88-4)~~

~~b. Other copies, workpapers, and background material (paper): DESTROY when no longer needed for current operations or reference. (N1-330-88-4)~~

c. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

920-20 Inspections Schedules. Documents accumulated in planning and preparing long range inspection schedules. Includes announcements, approvals, requests for changes, and related papers

~~a. Recordkeeping copy (paper): PERMANENT; Cut off when superseded or obsolete. Transfer to National Archives in 5 year blocks when most recent record is 25 years old. (N1-330-88-4)~~

~~b. Other copies, workpapers, and background material (paper): DESTROY when no longer needed for current operations or reference. (N1-330-88-4)~~

c. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

920-30 Mandatory/Special Interest Items for Inspection. Documents accumulated in processing requests for certain items to be inquired into at all inspections in a certain functional area or at certain types of activities.

~~a. Recordkeeping copy (paper): DESTROY after 10 years. (N1-330-88-4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

930 INSPECTIONS PROCEDURES AND ADMINISTRATION. Documents relating to general, day-to-day administrative procedures and processes of preparing for and conducting individual inspections.

a. Recordkeeping copy (paper): DESTROY after 10 years. (N1-330-88-4)

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

930-10 Inspection Concept Development. Documents which define the initial idea and scope of an inspection. Includes documents which identify the resources required, establish the objectives, or suggest items for inspection, types of expertise or training required on the inspection team, potential sites for inspection, methods of inspection.

a. Approved concept.

(1) Recordkeeping copy (paper): Transfer to File Number 950 (Inspections Case Files) when the inspections team is established and operational. (N1-330-88-4)

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced.

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

b. Disapproved concept.

(1) Recordkeeping copy (paper): Transfer to File Number 920.10 (Inspections Universe). (N1-330-88-4)

(2) Electronic mail and word processing system copies:

(a) 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. DELETE within 180 days after the recordkeeping copy has been produced

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

930-20 Inspection Administration. Documents accumulated by inspection project teams in coordinating planned inspections. Includes travel and other team personnel information, schedules of proposed visits, itineraries, internal activity or workload reports, approvals, requests for changes, and related papers

~~a. Recordkeeping copy (paper): DESTROY 2 years after Inspections Report is completed.
(N1-330-88.4)~~

b. Electronic mail and word processing system copies:

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

940 INSPECTIONS PROCEDURES AND METHODS REVIEW AND ANALYSIS. Documents created in the process of evaluating the outcome and impact of an IG inspection. May include surveys conducted of previously inspected areas, recommendations for adding or removing items from consideration for inspection, recommendations for improving the quality of the inspections process

~~a. Recordkeeping copy (paper): Cut off on completion of the project, DESTROY after 10 years.
(N1-330-88.4)~~

b. Electronic mail and word processing system copies.

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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

950 INSPECTIONS CASE FILES. Documents accumulated from inspections conducted by IG, DoD. Includes inspection reports and related work papers pertaining to general and special inspections.

~~a. Recordkeeping copy (paper): PERMANENT. Cut off on completion of the Inspections Report Transfer to National Archives in 10 year blocks when most recent record is 10 years old. (N1-330-88.4)~~

b. Electronic mail and word processing system copies

(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. DELETE within 180 days after the recordkeeping copy has been produced.

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