### **Request for Records Disposition Authority**

Records Schedule Number DAA-AU-2020-0024

Schedule Status Approved

Agency or Establishment Department of the Army

Record Group / Scheduling Group Army Undifferentiated

Records Schedule applies to Department-wide

Schedule Subject Revision of Army Inspector General Agency Records Retention

Periods for Army Regulation 20-1

Internal agency concurrences will

be provided

No

**Background Information** 

The prescribing regulation for these records series is AR 20-1, Inspector General Activities and Procedures, 23 March 2020. These files have been revised in order to make the retention standards more consistent and uniform and to accommodate the pre and post-board screening process.

Record number (RN) 20-1h. For these cases, the decision to reduce the retention from 30 years to 15 years is based on the fact that the current guidance for reviewing adverse action is 10 years for the Army. The 15 years provides enough leeway to capture the history and behavior patterns of a subject and make a reliable recommendation on any adverse information, while also allowing for the subject to learn and correct any prior concerns during early development. Fifteen (15) years provides a long enough time to capture any relevant information to pass on to the Senior Army leadership. Also it doesn't, unjustly punish a subject for a longer period of time whereby the Army's Command Climate and leadership views change as the Senior Army leadership changes.

RN 20-1f. For inspections, the decision to reduce the retention was based on soliciting input from the field Inspector General (IGs) and the Secretary of the Army Inspector General (SAIG) Senior leadership. Since most of the topics for an inspection are directed by the Senior Army leadership, and they correspond to the latest developments and issues Army-wide, SAIG felt that reducing the time SAIG retain those inspections are more beneficial. We often conduct follow-up or re-inspections 2-4 years after the initial inspection, which keeps the topics relevant. Inspection reports kept too long

don't provide relevant data and information necessary to provide meaningful recommendations to Senior Leaders.

The requested changes should be retroactive on approval.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items		Number of Withdrawn Disposition Items
5	0	5	0

**GAO** Approval

# Outline of Records Schedule Items for DAA-AU-2020-0024

Sequence Number	
1	IG Inspection - Field IGs, RN 20-1a- ACRS 1000A/0-6 Disposition Authority Number: DAA-AU-2020-0024-0001
2	IG Inspections - SAIG, RN 20-1f - ACRS 1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0002
3	IG investigations and inquiries involving non-senior officials (Unsubstantiated Alleg ations), and Assistance cases, RN 20-1e ACRS 1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0003
4	IG investigations and inquiries - Substantiated allegations, RN 20-1h ACRS 1000A /6+
	Disposition Authority Number: DAA-AU-2020-0024-0004
5	IG Screens, RN 20-1k ACRS1000A/6+ Disposition Authority Number: DAA-AU-2020-0024-0005

#### Records Schedule Items

Sequence Number

1

IG Inspection - Field IGs, RN 20-1a- ACRS 1000A/0-6

Disposition Authority Number DAA-AU-2020-0024-0001

Inspection conducted and information accumulated by Field IGs Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspection directed by the command, and similar files pertaining to inspections.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

electronic data?

Yes

Manual Citation	Manual Title	
	The Army Records Information Management System (ARIMS)	

GRS or Superseded Authority

Citation

N1-AU-01-26/1

**Disposition Instruction** 

Cutoff Instruction KE6: Event is 6 years after the date of the

signed inspection report, to include resolution of discrepancies. Keep in CFA until event occurs, then destroy 6 years after the event. For clarification see

AR 20-1.

Retention Period Destroy 6 year(s) after after the date of the signed

inspection report

Additional Information

GAO Approval Not Required

IG Inspections - SAIG, RN 20-1f - ACRS 1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0002

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IG inspections conducted and information accumulated by SAIG. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, intelligence oversight, and Federal recognition inspections conducted by SAIG.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

Yes

by this item exist as structure

electronic data?

Manual Citation	Manual Title	
	The Army Records Information Management system (ARIMS)	

GRS or Superseded Authority

Citation

N1-AU-01-26/4

**Disposition Instruction** 

Cutoff Instruction TE15. Event is 15 years after the date of the signed

inspection report. Keep in CFA until event occurs and then until no longer needed for conducting business,

then retire to Secretary of the Army Inspector

General, Information Resource Management Division (SAIG-IR). SAIG-IR will destroy the record 15 years

after the event.

Retention Period Destroy 15 year(s) after the date of the signed

inspection inspection report

Additional Information

GAO Approval Not Required

IG investigations and inquiries involving non-senior officials (Unsubstantiated Allegations), and Assistance cases, RN 20-1e ACRS 1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0003

IG investigations and inquiries involving non-senior officials at time of investigation/inquiry completed in which all allegations were unsubstantiated, and Assistance cases.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Manual Citation	Manual Title	
25-400-2	The Army Records Information Management System	

GRS or Superseded Authority

Citation

N1-AU-01-26/3

**Disposition Instruction** 

Cutoff Instruction TE10. Event is 10 years after case is closed. Keep

in SAIG-IR Inspector General Information System (IGNET) databases until event occurs and then until no longer needed for conduction business, but no longer than 10 years after the event, then destroy.

Retention Period Destroy 10 year(s) after after case is closed

Additional Information

GAO Approval Not Required

IG investigations and inquiries - Substantiated allegations, RN 20-1h ACRS 1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0004

The Office of The Inspector General (OTIG) is the primary location for case files containing substantiated allegations and related information. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews, or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and

determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.

**Final Disposition Temporary** 

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Manual Citation	Manual Title	
II .	The Army Records Information Management System (ARIMS)	

GRS or Superseded Authority

Citation

N1-AU-01-26/5

**Disposition Instruction** 

Cutoff Instruction TE15. Event is 15 years after case is closed. Keep

> in SAIG-IR IGNET databases until event occurs and then until no longer needed for conduction business, but no longer than 15 years after the event, then

destrov

Retention Period Destroy 15 year(s) after after case is closed

Additional Information

**GAO** Approval Not Required

IG Screens, RN 20-1k ACRS1000A/6+

Disposition Authority Number DAA-AU-2020-0024-0005

Policies, procedures, and results of IG post- and pre-board screens. IG records are screened at the direction of the Secretary of the Army for adverse information regarding personnel selected for certain selection boards, including colonel promotion and command, lieutenant colonel command, command sergeant major, recruiter, drill sergeant, IG nominations, and those involving senior official.

**Final Disposition** Temporary

Item Status Active Is this item media neutral? Yes

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Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured Yes

electronic data?

Manual Citation	Manual Title
25-400-2	The Army Information Management System (ARIMS)
GRS or Superseded Authority	N1-A11-01-26/8

Citation

**Disposition Instruction** 

**Cutoff Instruction** TE<sub>10</sub>

Transfer to Inactive Storage Event is 10 years after the date of the screening

> report. Keep in CFA until event occurs and then until no longer needed for conducting but no longer than

10 years after the event, then destroy.

Retention Period Destroy 10 year(s) after the date of the screening

report

Additional Information

**GAO** Approval Not Required

## **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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## **Signatory Information**

Date	Action	Ву	Title	Organization
04/15/2020	Certify	Shirley KinsonJones	Management Analys t	Army - Records Management and Declassification Agency
04/22/2022	Return for Revisio	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
04/22/2022	Submit For Certific ation	Sheila Brown	Records and Informa tion Mgmt Specialist	RMDA - RMD
04/22/2022	Certify	Sheila Brown	Records and Informa tion Mgmt Specialist	RMDA - RMD
07/18/2022	Submit for Concur rence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/30/2022	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/01/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office