

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

Department of Defense

2 MAJOR SUBDIVISION

Office of the Secretary of Defense

3 MINOR SUBDIVISION

Records and Declassification Division, ESD, WHS

4 NAME OF PERSON WITH WHOM TO CONFER

Luz D Ortiz

5 TELEPHONE

(703) 588-6838

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-330-11-6

DATE RECEIVED

7/20/11

## NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

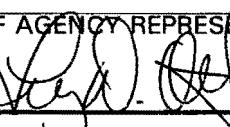
4/10/13



## 6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/11/2011	LUZ D ORTIZ 	OSD Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE OF THE SECRETARY OF DEFENSE SPECIAL INSPECTOR GENERAL FOR IRAQ RECONSTRUCTION (SIGIR) ADMINISTRATIVE FILES</p> <p>Background The Special Inspector General for Iraq Reconstruction (SIGIR) is a temporary federal agency serving the American public as a watchdog for fraud, waste, and abuse of funds intended for Iraq reconstruction programs. SIGIR, the successor to the Coalition Provisional Authority Inspector General (CPA-IG), was created by Congress to provide oversight of all obligations, expenditures, and revenues associated with reconstruction and rehabilitation activities in Iraq. SIGIR oversight is accomplished via independent audits, field inspections, and criminal investigations into potential fraud, waste, and abuse of funds.</p> <p>The attached pages identify the Administrative Files of SIGIR. The unique program records are identified in NARA Job number NI-330-10-06.</p>		

## SIGIR ADMINISTRATIVE FILES

### GENERAL OFFICE RECORDS

The files described in this section relate to the performance of routine administrative operations and in obtaining administrative services from the offices and staff sections responsible for providing them.

Item 1:

**FILE NUMBER:** TBD

**FILE TITLE:** Office General Management Files.

**FILE DESCRIPTION:** Documents relating to the internal management or general administration of an office. Included are internal office procedures, hours of duty, individual duties, security, safety within the office, general use of IT and the general routine use of IT, copies of Emergency Planning Files

**DISPOSITION:** TEMPORARY. Destroy after 1 year or on discontinuance, whichever is first.

Item 2.

**FILE NUMBER:** TBD

**FILE TITLE:** Office Organization Files

**FILE DESCRIPTION:** Documents on the organization and function of an office, such as copies of documents that are duplicated in the office charged with determining the organization and functions of the Agency. Included are copies of functional charts and functional statements, copies of documents relating to office staffing and personnel strength, such as extracts from manpower surveys and manpower authorization vouchers, and similar papers. Also included are documents reflecting minor changes in the organization of the office that are made by the office chief and that do not require evaluation and approval by SIGIR.

**DISPOSITION:** TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference

Item 3.

**FILE NUMBER:** TBD

**FILE TITLE:** Office Record Locator Files

**FILE DESCRIPTION:** Documents used to locate files in the current files area, or files that have been transferred to the records holding area or retired to a records center. Included are lists of selected file numbers, copies of file plans not issued as directives, and retained copies of records shipment lists. (Card indexes to individual mission record groups should not be identified as locator files but as reference paper files to the mission records. Lists of selected file numbers may be filed loosely in front of organized files.)

**DISPOSITION:** TEMPORARY. Destroy file plans and lists of file numbers when superseded. Destroy shipment lists when 6 years old after related records are destroyed or after the related records are transferred to the National Archives, whichever is applicable.

Item 4

**FILE NUMBER:** TBD

**FILE TITLE:** Reference Publication Files.

**FILE DESCRIPTION:** Copies of publications issued by other government agencies, and nongovernmental organizations maintained for general reference with an office Not to be confused with documents described under series 103-08

**DISPOSITION:** TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications shall be returned to supply channels.

Item 5:

**FILE NUMBER:** TBD

**FILE TITLE:** Technical Material Reference Files.

**FILE DESCRIPTION:** Copies of technical materials, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference purposes only.

**DISPOSITION:** TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference, except that accountable publications shall be returned to supply channels.

Item 6:

**FILE NUMBER:** TBD

**FILE TITLE:** Policy and Precedent Files.

**FILE DESCRIPTION:** Extra copies of documents establishing policy or precedent for future and continuing action Normally, policy and precedent files are maintained at the operating level, and consist of copies of standing operating procedures, statements of policy of procedure, examples of typical cases, and other documents duplicated in functional files

**DISPOSITION:** TEMPORARY Destroy individual documents when superseded or obsolete. Destroy entire file on discontinuance of organizational elements to which it relates

Item 7:

**FILE NUMBER:** TBD

**FILE TITLE:** Non-policy Administration Files

**FILE DESCRIPTION:** Correspondence, transmittal memoranda, instructions, and other related material of a non-policy nature on internal administration and operations

**DISPOSITION:** TEMPORARY Cut off when superseded or obsolete; destroy 3 years after cut off

Item 8.

**FILE NUMBER:** TBD

**FILE TITLE:** Informational Records Files

**FILE DESCRIPTION:** Informational records such as administrative memoranda, courtesy copies of correspondence and publications circulated for informational purposes only, including work sheets and papers, drafts,

stenographic notebooks, tape or wire recordings, feeder reports that are transcribed to basic date reports temporary or interim material, and all other data used only as notes for preparing record material, exclusive of concurrences of coordination copies, or copies associated with case material.

(8) **DISPOSITION:** TEMPORARY. Destroy these materials 90 days after serving the purpose that they are collected.

Item 9.

**FILE NUMBER:** TBD

**FILE TITLE:** Agreement Files

**FILE DESCRIPTION:** Agreements, memoranda of agreement (MOA), memoranda of understanding (MOU), and similar documents between the SIGIR and OSD, the Military Services, the Defense Agencies, Defense Activities, Federal Agencies, non-Federal organizations or agencies, BUT NOT FOREIGN GOVERNMENTS. These agreements are negotiated to provide for continued support and understanding between recognized organizations in the Department of Defense concerning administrative, personnel, training and other matters. Included are the agreements, agreement checklists, amendments to agreements, review comments, related correspondence, and similar documents

(9) **DISPOSITION:** a TEMPORARY. Office requesting and office providing support (1) Agreements involving transfer of personnel spaces and training shall be destroyed 6 years after superseded, cancellation, or termination of the agreement (2) Agreements involving other forms of support shall be destroyed upon suppression, cancellation or termination b. TEMPORARY Reviewing offices: Destroy 1 year after superseded, cancellation, or termination, or when no longer needed, whichever is sooner

Item 10.

**FILE NUMBER:** TBD

**FILE TITLE:** Reference Paper Files

**FILE DESCRIPTION:** Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents that contribute to or result from preparation of the communication or other record

(10) **DISPOSITION:** TEMPORARY. Cut off on completion of the communication, study, survey report, or other action. Destroy 3 months, 6 months, or 1 year after cutoff. Earlier destruction is authorized.

#### ADMINISTRATIVE RECORDS

The files described in this section consist of records necessary to perform administrative and management functions of the SIGIR. Pre-accession is authorized for the permanent file numbers in this series. Records can be pre-accessioned to NARA, when 5 years old in a medium and format indicated in 36 CFR 1235.

Item 11

**FILE NUMBER:** TBD

**FILE TITLE:** Publications Files

**FILE DESCRIPTION:** Master copy of publications, manuscripts and associated papers on publications issued by the SIGIR.

**DISPOSITION:** 1) PERMANENT. Retire record copies to the WNRC 2 years after file cut off Transfer to the National Archives after 20 years or termination of SIGIR, whichever is first. 2) TEMPORARY Destroy duplicate copies 1 year after issuance of the publication.

Item 12:

**FILE NUMBER:** TBD

**FILE TITLE:** Chronological Reading Files

**FILE DESCRIPTION:** Signature files of outgoing correspondence arranged in chronological order prepared for office routing to assist in dissemination of information.

**DISPOSITION:** 1) TEMPORARY. Destroy 1 year after monthly, quarterly, or annual cut off. 2) PERMANENT. Files maintained by the SIGIR retire to the WNRC 5 years after cut off. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first

Item 13:

**FILE NUMBER:** TBD

**FILE TITLE:** Congressional Correspondence

**FILE DESCRIPTION:** Correspondence of a substantial nature with historical significance. Congressional inquiries originated by SIGIR personnel, the public, or members of Congress, that are forwarded to SIGIR for reply. They are primarily originated by Congress and pertain to substantial policy issues.

**DISPOSITION:** PERMANENT. Retire to the WNRC 5 years after close of the case Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first

Item 14

**FILE NUMBER:** TBD

**FILE TITLE:** Policy Files

**FILE DESCRIPTION:** These files accumulate in the offices of the SIGIR involved in making, promulgating, or analyzing policy relating to a SIGIR's mission. They are not to be confused with Policy and Precedent (Item 6), Publications (item 11), or Instruction (Item 15) files and includes the following:

- 1) Issuances such as memorandums and letters or other correspondence that announce, modify or change, rescind, or explain any process, procedure, or function
- 2) Analyses, studies, and substantive correspondence and memos that evaluate or assist in the evaluation of a process, procedure, or function.

(1)

**DISPOSITION:** PERMANENT. Retire to the WNRC when superseded or obsolete. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first.

Item 15:

**FILE NUMBER:** TBD

**FILE TITLE:** Instruction Files

**FILE DESCRIPTION:** Documents on preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memoranda, circulars, pamphlets, and bulletins; Standard Operating Procedures (SOPs) or similar issuances; messages used for expeditious interim changes to instructions, technical newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials

(4)

**DISPOSITION:** PERMANENT. Cut off annually or when superseded or obsolete, as reference needs require. Retire to the WNRC 5 years after cut off. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first

Item 16:

**FILE NUMBER:** TBD

**FILE TITLE:** Organization Planning Files

**FILE DESCRIPTION:** Records on the establishment of and changes in organizational functions and relationships of activities and agencies, when such action affects DoD/SIGIR (copies of laws that establish SIGIR). Included are reports of working groups, minutes of committee meetings and staff conference; documents on overall functions and missions, copies of organizations and functions plans manuals and charts; copies of published directives implementing establishment or change; and related or similar documents

(a)

**DISPOSITION:** PERMANENT. Cut off annually except that plans, charts, and manuals or portions thereof shall not be cut off until superseded or rescinded. Retire to WNRC 5 years after cutoff. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first.

Item 17:

**FILE NUMBER:** TBD

**FILE TITLE:** Organizational Structure

**FILE DESCRIPTION:** Documents, charts, publications, and backup on the SIGIR organizational structure.

(b)

**DISPOSITION:** PERMANENT. Retire to the WNRC 5 years after being superseded. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first.

Item 18:

**FILE NUMBER:** TBD

**FILE TITLE:** Organization Activation and Status Change Files

**FILE DESCRIPTION:** Documents on constituting, reconstituting, organizing, converting, consolidating, assigning, locating, and affiliating offices or Directorates of the SIGIR. Included are requests for publications, implementing instructions, copies of affiliation agreements, coordination actions, and similar or related documents.

(21) **DISPOSITION:** PERMANENT Cut off annually or on discontinuance of related offices as applicable; retire to the WNRC when 5 years old. Transfer to the National Archives when 25 years old or upon termination of SIGIR, whichever is first.

Item 19.

**FILE NUMBER:** TBD

**FILE TITLE:** Administrative Services and Facilities Files

**FILE DESCRIPTION:** Documents on space, logistical services (telephone and supplies) layout, furnishings, building plans and services.

(22) **DISPOSITION:** Destroy 5 years after no longer current

Item 20:

**FILE NUMBER:** TBD

**FILE TITLE:** Legal Advice and Opinion Files

**FILE DESCRIPTION:** Records concerning legal advice, decisions, or opinions and related correspondence prepared by the Office of General Counsel staff for Agency personnel on various subjects. Included, but not limited to are advice and opinion files on Federal contracting; facilities and installations, security, administrative law, ethics and standards of conduct, personnel, records management and information technology programs, DoD seal and protection of intellectual property, fiscal matters, education and school law and health.

(23) **DISPOSITION:** PERMANENT Cut off annually, following the end of the contract/acquisition/facilities activity or after determination of final opinion or advice, whichever is applicable. Retire to the WNRC when 5 years old. Transfer to the National Archives when 25 years old or upon termination of SIGIR, whichever is first. Destroy/delete when no longer needed, three years, or 5 years from

#### OFFICE PERSONNEL FILES

The files described in this section are maintained by operating officials and are used in administering of SIGIR employees under their control.

Item 21:

**FILE NUMBER:** TBD

**FILE TITLE:** General Personnel Administrative Files

**FILE DESCRIPTION:** Files on the general administration and operation of personnel functions and including college programs, selective placement programs (persons with disabilities, veterans, and ex-offenders) programs, special careers (Summer Aid, Intergovernmental Affairs Fellowship, and Stay-in-School), examinations, paid

(24) recruitment advertising, executive development program, merit promotion, employee safety program, and others not specifically described elsewhere in this schedule, excluding those at Agency staff planning levels.

**DISPOSITION:** TEMPORARY Destroy when 3 years old.

Item 22.

**FILE NUMBER:** TBD

**FILE TITLE:** General Employment Program Files

**FILE DESCRIPTION:** Correspondence, reports, memoranda, and other records on employment programs and functions, and manpower management and evaluation, including experts and consultants, overseas employment, reemployment rights, employee transfer and detail, and excepted positions

(25) **DISPOSITION:** TEMPORARY. Destroy when 5 years old

Item 23.

**FILE NUMBER:** TBD

**FILE TITLE:** Personnel Security Clearance Files

**FILE DESCRIPTION:** Relates to the administration of the personnel security program. Case files created on civilian personnel, consultants, and applicants for employment, containing requests for security clearances, copies of documents accumulated as a result of creating, controlling, requesting and transmitting investigative dossiers and clearance certifications between various investigative and clearance-granting Agencies, briefings and/or debriefings, routine requests for information, tracer letters, transmittal letters, lists or letters reflecting security clearance of individuals.

*GRS 18, item 21*

**DISPOSITION:** TEMPORARY. Inactivate file when employee leaves the SIGIR, retain in files storage area and destroy after 2 years.

Item 24:

**FILE NUMBER:** TBD

**FILE TITLE:** General Awards Records

**FILE DESCRIPTION:** Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to Agencies' sponsored cash and non-cash awards, such as incentive awards, within grade merit increases, suggestions, and outstanding performance.

**DISPOSITION:** TEMPORARY. Destroy 2 years after approval or disapproval

*GRS 1, item 12(a)*

Item 25:

**FILE NUMBER:** TBD

**FILE TITLE:** Supervisor's Personnel Files

**FILE DESCRIPTION:** Correspondence, memoranda, forms, and other records on positions, authorizations, pending actions; copies of PDs, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

**Disposition:** TEMPORARY. Review annually and destroy superseded or obsolete documents, or destroy all documents on an individual employee 1 year after separation or transfer.

*GRS 1, item 18(a)*

6  
Item 25:

**FILE NUMBER:** TBD

**FILE TITLE:** Training Records.

**FILE DESCRIPTION:** Training aids from other Agencies or private institutions

**DISPOSITION:** TEMPORARY. Destroy when superseded or obsolete

**INFORMATION SERVICES FILES**

The files described in this section are maintained by offices with information management responsibilities and related services. Records can be pre-accessioned to NARA, when 5 years old in a medium and format indicated in 36 CFR 1235.

~~Item 26~~

**FILE NUMBER:** TBD

**FILE TITLE:** Privacy Act General Administrative Files

**FILE DESCRIPTION:** Records on the general Agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records

**DISPOSITION:** TEMPORARY Destroy when 2 years old

*CRS 14, Item 26*

Item 27:

**FILE NUMBER:** TBD

**FILE TITLE:** Records Management Files

**FILE DESCRIPTION:** Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys, vital records programs; and all other aspects of records management not covered elsewhere in this schedule

**DISPOSITION:** TEMPORARY Destroy/delete when 6 years old.

*CRS 16, Item 7*

Item 28:

**FILE NUMBER:** TBD

**FILE TITLE:** Freedom of Information Act (FOIA) Initial Requests Files

**FILE DESCRIPTION:** Files consisting of the original request, a copy of the reply letter sent to the requestor, and documents that support the determination, excluding the records subject to the request

*CRS 14, 2 years*

*(a)(5), a(3)*

**DISPOSITION:** TEMPORARY Destroy 2 years after date of reply if all records subject to the request were released; destroy 6 years after date of reply if records subject to the request were denied in full, or in part, or if not released for any other reason.

Item 28:

**FILE NUMBER:** TBD

**FILE TITLE:** Informational Services Record

**FILE DESCRIPTION:** This file contains records on information services performed by the SIGIR in its day-to-day affairs and in its relations with the public, maintained in formally designated informational office assigned responsibility for the operation of the informational activities. Included are press releases, press conference transcripts, graphic progress presentations, and indexes.

**DISPOSITION:** Permanent. Retire to the WNRC when 2 years old. Transfer to the National Archives when 25 years old or upon termination of SIGIR, whichever is first.

#### BUDGET AND FINANCE

The files described in this section consists of budget and apportionment records include the various files accumulated in the course of formulating its budget for submission to the OMB and to the Congress, in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. Records can be pre-accessioned to NARA, when 5 years old in a medium and format indicated in 36 CFR 1235.

Item 28:

**FILE NUMBER:** TBD

**FILE TITLE:** Budget Estimates and Justification Files

**FILE DESCRIPTION:** Budget estimates and justifications prepared or consolidated for the SIGIR. Included are appropriation language sheets, narrative statements, and related schedules and data.

**DISPOSITION:** PERMANENT. Retire to the WNRC when 5 years old. Transfer to the National Archives when 20 years old.

~~Item 29.~~

**FILE NUMBER:** TBD

**FILE TITLE:** Budget Reports Files

**FILE DESCRIPTION:** Annual report (end of fiscal year) on the status of appropriation accounts and apportionment.

GRS 5, item 3

**DISPOSITION:** TEMPORARY. Destroy 5 years after account merges

Item 30

**FILE NUMBER:** TBD

**FILE TITLE:** Travel Administrative Office Files

**FILE DESCRIPTION:** Records on reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

GRS 9, item 3a

**DISPOSITION:** TEMPORARY. Destroy when 6 years old. (GRS 9, Item 3a)

Item 31.

**FILE NUMBER:** TBD

**FILE TITLE:** General Accounting Ledgers

**FILE DESCRIPTION:** General accounts ledgers, that shows debit and credit entries, and reflects expenditures in summary.

**DISPOSITION:** TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved

605 7, item 2

Item 32:

**FILE NUMBER:** TBD

**FILE TITLE:** Appropriation Allotment Files

**FILE DESCRIPTION:** Allotment records showing status of obligations and allotments under each authorized appropriation.

**DISPOSITION:** TEMPORARY Destroy 6 years and 3 months after the close of the fiscal year involved

605 7 item 3

#### SUPPLY AND SERVICES

Item 32:

**FILE NUMBER:** TBD

**FILE TITLE:** Routine Procurement Files - Exceeding Acquisition Threshold

**FILE DESCRIPTION:** Procurement or purchase organization copy, and related papers of transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2000. Records include contract, requisition, purchase order, lease, and bond and surety records, successful bids, solicited and unsolicited proposals, including correspondence and related papers that document

605 3, item 3  
a(1)a

**DISPOSITION:** Destroy/Delete 6 years and 3 months after final payment

**PRIVACY ACT:** Not applicable.

Item 33:

**FILE NUMBER:** TBD

**FILE TITLE:** Routine Procurement Files - Below Acquisition Threshold

**FILE DESCRIPTION:** Procurement or purchase organization copy, and related paper of transactions that are below the simplified acquisition threshold and all construction below or at \$2000 Contract, requisition, purchase order, lease, successful bids, solicited and unsolicited proposals, and bond and surety records, including correspondence and related papers. Procurement or purchase organization copy, and related papers

605 3, item 3  
a(1)b

**DISPOSITION:** Dispose of 3 years and 6 months after final payment.

**PRIVACY ACT:** Not applicable.

Item 34:

**FILE NUMBER:** TBD

**FILE TITLE:** Obligation and Other Copies Files

**FILE DESCRIPTION:** Obligation copies of contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related

605 3, item 3  
b,c

~~papers and copies of transaction records maintained by component elements for administrative purposes.~~

**DISPOSITION:** Destroy/Delete when funds are obligated or upon termination or completion of contract, as applicable

**PRIVACY ACT:** Not applicable

605 3, Item 3  
6/c

Item 35:

**FILE NUMBER:** TBD

**FILE TITLE:** Bid List and Card Files

**FILE DESCRIPTION:** Lists or cards of acceptable bidders.

**DISPOSITION:** Dispose of when new list or card is made.

**PRIVACY ACT:** Not applicable

Item 36:

**FILE NUMBER:** TBD

**FILE TITLE:** Solicited and Unsolicited Bids and Proposals Files

**FILE DESCRIPTION:** Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

**DISPOSITION:** Destroy 1 year after date of award or final payment, whichever is later

**PRIVACY ACT:** Not applicable

Changed by Ro's  
request. See email  
dated 8/1/12  
S

Item 37.

**FILE NUMBER:** TBD

**FILE TITLE:** Solicited and Unsolicited Bids and Proposals Files

**FILE DESCRIPTION:** Relating to transactions above the small purchase limitations in Federal Acquisition Regulation, 48 CFR Part 13 When filed with contract case files

**DISPOSITION:** Destroy when related contract is completed.

**PRIVACY ACT:** Not applicable.

Item 38:

**FILE NUMBER:** TBD

**FILE TITLE:** Canceled solicitations files.

**FILE DESCRIPTION:** Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

**DISPOSITION:** Destroy 5 years after date of cancellation.

**PRIVACY ACT:** Not applicable

Item 39.

**FILE NUMBER:** TBD

**FILE TITLE:** Unopened Bids Files

**FILE DESCRIPTION:** Formal solicitations of offers to provide products or services

(e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were unopened prior to award.

**DISPOSITION:** Return to bidder.

**PRIVACY ACT:** Not applicable.

Change per Ro's  
request. See ann'l  
date 8/1/12  
JL

Item 39:

**FILE NUMBER:** TBD

**FILE TITLE:** Requisitions for supplies and equipment Files

**FILE DESCRIPTION:** Stockroom copy and inventory lists of requisitions for supplies and equipment from current inventory.

**DISPOSITION:** Destroy 2 years after completion or cancellation of requisition or when inventory list is 2 years old.

**PRIVACY ACT:** Not applicable

GRS 3, item 8a

Item 40:

**FILE NUMBER:** TBD

**FILE TITLE:** Time and Attendance Input Files

**FILE DESCRIPTION:** Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.

**DISPOSITION:** Destroy/Delete after audit by the GAO or after 6 years, whichever is earlier.

GRS 2, item 7

**PRIVACY ACT:** TBD

Previous File Number(s): 207-03.2

#### LEGAL AND LEGISLATIVE FILES

These records are maintained by Legal and Legislative offices in SIGIR, they consists of legal advice and opinions, provided to their respective components concerning broad functional areas, and SIGIR communications/relation with Congress. Records can be pre-accessioned to NARA, when 5 years old in a medium and format indicated in 36 CFR 4235.

Item 41:

**FILE NUMBER:** TBD

**FILE TITLE:** SIGIR General Counsel Files

**FILE DESCRIPTION:** Records concerning legal advice, decisions, or opinions and related correspondence prepared by the Office of General Counsel staff for SIGIR personnel on various subjects includes but not limited to: Federal contracting; facilities and installations, security; administrative law, ethics and standards of conduct; personnel, records management and information technology programs; protection of intellectual property; fiscal matters; Freedom of Information Act; review, coordination, and presentation of proposed legislation or executive actions; interpretations of law, case opinions, and background information.

**AUTHORITY:** TBD

(29) **DISPOSITION:** Destroy/delete when no longer needed, three years following the end of the contract/acquisition/facilities activity, or 5 years from date of event leading to the opinion or advice, whichever is applicable.

**PRIVACY ACT:** Not applicable.

Item 42:

**FILE NUMBER:** TBD

**FILE TITLE:** SIGIR Legislative Program Files

**FILE DESCRIPTION:** These files are used to maintain material pertaining to the preparation and submission letters, testimony, hearings, and related information before Congress. They consist of letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the SIGIR.

**AUTHORITY:** TBD

(30) **DISPOSITION:** PERMANENT. Cut off and retire to WNRC after legislation is completed or discontinued. Retire to the WNRC 3 years after program completion. Transfer to the National Archives when 20 years old or upon termination of SIGIR, whichever is first.

**PRIVACY ACT:** Not applicable

#### HOT LINE AND REFERRAL FILES

Item 43:

**FILE NUMBER:** TBD

**FILE TITLE:** Hot Line Files-Referred

**FILE DESCRIPTION:** Correspondence, preliminary investigations and memoranda of telephone conversations pertaining to referred complaints received by the SIGIR Hotline. Included are matters referred to constituents or other agencies for handling, and support files providing general information on SIGIR investigations.

(31) **DISPOSITION:** TEMPORARY. Cutoff on closure and retire to WNRC 5 years after closure. Destroy 10 years after cutoff.

Item 44:

**FILE NUMBER:** TBD

**FILE TITLE:** Hot Line Files-Not Referred

**FILE DESCRIPTION:** Correspondence, preliminary investigations and memoranda of telephone conversations pertaining to complaints received by the SIGIR Hotline and not referred. Files include anonymous or vague allegations that do not warrant an investigation.

(32) **DISPOSITION:** TEMPORARY. Cutoff on closure and destroy 5 years after closure.