

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Department of Defense

2 MAJOR SUBDIVISION

Office of the Inspector General

3 MINOR SUBDIVISION

Information and Operations Support Directorate

4 NAME OF PERSON WITH WHOM TO CONFER

Marianne Offield

5 TELEPHONE EXT

693-0230

LEAVE BLANK

JOB NO

NI-330-80-4

DATE RECEIVED

8-13-90

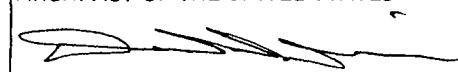
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required

DATE

10/24/90

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ~~12~~ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
Aug 9, 1990	Nicholas T. Lutzen 	Assistant Inspector General for Administration and Information Management

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>This request for records disposition authority covers those records of the Office of the Inspector General, Department of Defense not covered by the NARA General Records Schedules Nos. 1-23 and NI-330-88-4. This is the second request from this organization.</p> <p>In order to upgrade DoD-level Audit, Investigation, and Inspection activities, the Congress established a statutory IG in the Department of Defense Authorization Act of 1983. The DoD OIG was patterned after the civilian agency IG offices created by the Inspector General Act of 1978 (Public Law 95-452.) The Authorization Act also combined several existing DoD-level audit and investigative organizations under the DoD IG. The DoD IG performs audits, conducts criminal investigations of fraud throughout DoD, recommends action to the appropriate management levels to correct program deficiencies, and reports the status of actions being taken to correct these deficiencies. The DoD IG is also responsible for providing policy guidance and oversight of the Army, Navy, and Air Force audit and investigative agencies.</p>		

Copy sent to NCP 10/25/90

File Number	Title Description	Disposition Authority
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	Follow the disposition instruction for the case file to which the index pertains or DEST when no longer needed, whichever is sooner. Disposition pending.
705	Inquiries and Reports Files. Documents, including correspondence, memoranda and reports, created when responding to requests pertaining to the auditing function.	Retire to WNRC 1 year after action is completed. when DEST after 10 years old
	a. Internally Generated. Required by IG, DoD from DoD agencies or the Military Services	Retire to WNRC 1 year after action is completed. a. DEST after 10 years old. NCI-330-82-1, Item 1801-12.2
	b. External Requests Generated by IG, DoD as required by GAO, Congress, OMB, or other government agencies	Retire to WNRC 1 year after action is completed. b. DEST after 10 years old. NCI-330-82-1, Item 1801-12.4
750	Audit Case Files. Case files of audits, consisting of project files and current files, on DoD agency programs, operations and procedures, and external audits conducted on contractors and grantees. Includes documents such as pre-audit planning, scheduling, and correspondence, reports, and workpapers	<p>a. Case files on audits initiated prior to January 1, 1992, includes project files and current files.</p> <p>b. Case files on audits initiated on or after January 1, 1992.</p> <ol style="list-style-type: none"> 1. Project Files containing material of a continuing or recurring nature and of use in planning future audits of a program or function. 2. Current files containing work papers
		<p>a. Cut off on resolution of audit and retire to WNRC. DEST 8 years after cut off.</p> <p>1. Cut off on resolution of audit and retire to WNRC. DEST 8 years after cut off.</p> <p>2. Cut off on resolution of audit and retire to WNRC. DEST 2 years after cut off.</p>
	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 NARA so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized	