

# Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1. From: (Agency or establishment)  
**U.S. Department of Agriculture**

2. Major Subdivision  
**Office of the Secretary**

3. Minor Subdivision  
**Office of Inspector General**

4. Name of Person with whom to confer  
**Ann Turner**

5. Telephone (include area code)  
**202-720-9127**

## Leave Blank (NARA Use Only)

Job Number

*721-016-06-1*

Date Received

*1-3-2006*

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*7/27/06*

Archivist of the United States

*Alan W. ...*

### 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 \_\_\_\_\_ 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       has been requested

Signature of Agency Representative

*Colleen C. Smyke*

Title

Departmental Records Officer

Date (mm/dd/yyyy)

12/28/05

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p><b>Request to amend Disposition Authority N1-016-00-3, approved on 10/17/01, to add item number 4. Inspector General Legal Staff Files, as indicated in the attached description.</b></p>		

*cc Agency NR NWMD nwmwawct*

*A.*  
*Item 1*

## INSPECTOR GENERAL LEGAL STAFF FILES (Amendment to N1-016-00-3)

The OIG Legal Staff provides legal and policy advice to the Inspector General and OIG employees, conducts and provides support in litigation involving OIG, conducts legal sufficiency reviews, analyzes regulations and legislation, and acts as liaison with USDA's Office of General Counsel. The Legal Staff reviews and processes all requests for Inspector General subpoenas to be issued pursuant to section 6(a)(4) of the Inspector General Act of 1978, 5 U.S.C. app. 3, §§ 1-12, and is the office that maintains OIG's litigation files relating to OIG.

- a. Litigation files include copies of official pleadings, deposition and hearing transcripts, evidence, discovery materials, communications, and other records necessary to the litigation.

- (1) Litigation files involving the enforcement of Inspector General subpoenas.

**TEMPORARY.** Cut off closed case files at the end of the calendar year. Destroy closed case files 10 years after cut off date.

- (2) Other litigation files relating to OIG that are not otherwise covered by the General Records Schedules or this disposition authority.

**TEMPORARY.** Cut off closed case files at the end of the calendar year. Destroy closed case files 10 years after cut off date.

- b. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

- (1) Copies of records covered in this schedule 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 procure the recordkeeping copy.

**Destroy/delete within 180 days after the recordkeeping copy has been produced.**

- (2) Copies used for disseminating, revising, or updating that are maintained in addition to the recordkeeping copy.

**Destroy/delete within 180 days after the recordkeeping copy has been produced.**

*In rare cases, litigation files may contain sufficient historic or precedential value to merit retention by the National Archives and Records Administration (NARA). In such cases, OIG will bring these cases to NARA's attention by scheduling them on a new SF 115.*