

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NCL-16-79-1	
DATE RECEIVED October 20, 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-24-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
United States Department of Agriculture

2. MAJOR SUBDIVISION  
Office of the Inspector General

3. MINOR SUBDIVISION  
Washington, DC and Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER  
Walter F. Paleen, Jr., Admin. Officer

5. TEL. EXT  
447-4748

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 10-20-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry A. Arnold</i>	E. TITLE <i>Records Officer USDA</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>INVESTIGATION CASE FILES</u></p> <p>All investigation case files are arranged by alphabetical headquarters and regional designations and thereunder by case numbers.</p> <p>Investigative case files consisting of the official record copy of the investigation report, correspondence, notes and attachments (signed statements, copies of invoices, etc.), work papers and related documents pertaining to the investigation of known or alleged irregularities and violations of laws and regulations relating to Departmental programs or personnel.</p> <p>a. Headquarters significant case files which 1) gains national attention because of considerable Secretarial, Congressional or public interest, and 2) are deemed to be significant for investigative or litigation procedures.</p>	NN173-3 (1)	

*MSJ 10-27-78*  
*sent to ALL FRCS Agency, NMB NMF*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>PERMANENT. Transfer to FARC six months after the case is closed. Offer to NARS 15 years after the case file is closed.</p> <p>b. Headquarters and Regions: Transfer to FARC 6 months after case file is closed. Destroy 15 years after case is closed. (Estimated quantity: 300 cu. ft. per year).</p> <p><u>MISCELLANEOUS COMPLAINT FILES.</u></p> <p>All miscellaneous investigation complaint files are identified by alphabetical headquarters and regional designations and thereunder by case and sequential numbers. Files consisting of correspondence, memoranda and related material which are of an investigative nature but not pertaining to specific investigation case files. An example of such material would be a letter from an individual that would be so vague in nature that an investigation is not warranted; material received from other offices from information purposes only in which there are no investigation case files; and requests for investigation from agencies that would be handled administratively by the requesting agency.</p> <p>Headquarters and Regions: Destroy when 5 years old. (estimated quantity: 10 cu. ft. per year)</p>	NN168-50 (4c)	
3	<p><u>AUDIT CASE FILES</u></p> <p>All Audit case files are identified by alphabetical headquarters and regional designations and thereunder by case numbers.</p> <p>Audit case files consist of the official record copy of the audit report and related work papers, correspondence, memoranda and exhibits. These records pertain to the review and appraisal of the Department's programs and management operating procedures, plans and policies, and also to Department related activities with external enterprises such as associations, corporations, etc.</p> <p>a. Headquarters significant case files which 1) gains national attention because of considerable Secretarial, Congressional or public interest, and 2) are deemed to be significant for investigative or litigation procedures.</p>	NN173-3 (2)	

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PERMANENT. Transfer to FARC six months after the case is closed. Offer to NARS 15 years after the case file is closed.</p> <p>b. Headquarters and Regions: Destroy when 8 years old. (Estimated quantity: 150 cu. ft. per year).</p>		
4.	<p><u>MANUAL OF PROCEDURES.</u></p> <p>A published manual of the policies, procedures and instructions of the Office of the Inspector General.</p> <p>a. Record copy of basic manual and each revision.</p> <p>PERMANENT. Offer to NARS when 15 years old.</p> <p>b. All other copies are to be destroyed when obsolete or superseded.</p>	NN168-50 (1)	1"/yr.
5.	<p><u>ALL OTHER RECORDS.</u></p> <p>All other records will be disposed of in accordance with the provisions contained in the General Services Administration General Records Schedule.</p>		
6.	<p><u>MICROFICHE INDEX.</u></p> <p>Index cards used as references to investigation and audit case files and related correspondence. These cards show case numbers, names and other pertinent information helpful in identifying and locating records.</p> <p>Destroy when updated by new card or when obsolete.</p>	NN168-50 (6)	