

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-145-00-1	DATE RECEIVED 8/8/2000
1 FROM (Agency or establishment) <b>United States Department of Agriculture</b>		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 "withdraw" in column 10	
2 MAJOR SUBDIVISION <b>Farm Service Agency (FSA)</b>		DATE 1-30-02	
3 MINOR SUBDIVISION <b>Washington and Field Offices</b>		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Clarice A. Crumb</b>	5 TELEPHONE <b>(202) 690-1560</b>		

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, or  has been requested

DATE 08-01-00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE <b>Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>The records in this disposal schedule covers FSA disposable investigative, audit and related records maintained by the Audits and Investigations Group. The record copy of the final report and the work files are maintained by the FSA OIG.</p> <p>Note: This SF-115 covers all records previously covered by GRS-22.</p> <p><b>INVESTIGATIVE CASE FILES</b> Case files developed during investigations of known alleged frauds, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes attachments, and working papers.</p>		

CC: to Agencies, NCOMD, NWMWA, NR - 215/02 *gc*

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1. cont	<p><b>a. <u>Significant Investigative Case Files</u></b> Case files that result in national media attention, Congressional investigation and/or changes in agency policy or procedures</p> <ol style="list-style-type: none"> <li>1. Recordkeeping Copy (Paper). Permanent. Offer to NARA when 10 years old</li> <li>2. Electronic version of records created by word processing or other office automation applications.</li> </ol> <p>Delete when file copy is generated or when no longer needed for reference or updating.</p> <p><b>b. <u>Complaint Files</u></b> Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General Investigations</p> <ol style="list-style-type: none"> <li>1. Recordkeeping Copy (Paper) Destroy 5 years after resolution.</li> <li>2. Electronic version of records created by word processing or other office automation applications.</li> </ol> <p>Delete when file copy is generated or when no longer needed for reference or updating</p> <p><b>c. <u>All other investigative case files.</u></b></p> <ol style="list-style-type: none"> <li>1 Recordkeeping Copy (Paper). Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff</li> <li>2 Electronic version of records created by word processing or other office automation applications. Delete when file copy is generated or when no longer needed for reference or updating.</li> </ol>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p><u>Audit Case Files</u> Case files of internal audits of agency programs, operations, and procedures and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.</p> <p><u>a. Significant Audit Case files</u> Case files that result in national media attention, Congressional investigation and/or changes in agency policy or procedures</p> <p>1 Recordkeeping Copy (Paper). Permanent. Offer to NARA when 10 years old.</p> <p>2 Electronic version of records created by word processing or other office automation applications. Delete when file copy is generated or when no longer needed for reference or updating.</p> <p><u>b. All other audit case files.</u></p> <p>1 Recordkeeping copy Place in inactive files when case is closed. Cut off inactive file at end of fiscal year Destroy 10 years after cutoff</p> <p>2 Electronic version of records created by word processing or other office automation applications. Delete when file copy is generated or when no longer needed for reference or updating.</p>		