

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
U.S. Department of Commerce

2. MAJOR SUBDIVISION  
Office of Inspector General

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
Dan Rooney 202-482-0451

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER  
77-040-01-2

DATE RECEIVED  
4-18-2001

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
1-15-02 [Signature]

**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 1 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
4/11/01	[Signature]	DOC Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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See attached schedule.

CC: to Agency, NWMD, NWMWA-1/17/02 [Signature]



## OFFICE OF INSPECTOR GENERAL

- 1. INSPECTION AND PROGRAM EVALUATION REPORT FILES-ORIGINALS:** Case files of recurring inspections and program evaluations that assist management in identifying, analyzing, and resolving program and organizational performance and policy issues; studies of areas of specific concern, and internally generated study initiatives designed to achieve organizational improvement. These files include copies of official draft and final reports issued by the Inspector General to agency heads, project start sheets, report review process sheets, report distribution lists, correspondence, and agency action plans, if applicable.

**Disposition:** Cut-off at end of fiscal year in which inspection report or program evaluation case file is closed. Retire to the FRC three years after cut-off. Destroy 8 years after cut-off.

- 2. INSPECTIONS AND PROGRAM EVALUATIONS-WORKING PAPERS:** Copies of all relevant information generated, obtained, and used in supporting inspections and program evaluations, including the objectives, scope, and methodology and documentation of work performed to support findings, conclusions, and recommendations. Examples of such working papers would include: copies of interview notes, survey questionnaires prepared by the inspections staff; and source documents, raw data, publications, and other materials, from the agencies being inspected.

**Disposition:** Cut-off at end of fiscal year in which inspection report or program evaluation case file is closed. Retire to the FRC three years after cut-off. Destroy complete working papers file after 8 years.

- 3. ELECTRONIC RECORDS:** Electronic copies of records that are created on electronic mail and word processing systems and that are used solely to generate a record-keeping copy of the records.

**Disposition:** Destroy/delete after the record-keeping copy has been produced.