

REQUEST FOR RECORDS DISPOSITION AUTHORITY

BLANK (NARA use only)

JOB NUMBER

71-040-02-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

10-02-01

1. FROM (Agency or establishment)
Department of Commerce

2. MAJOR SUBDIVISION
Office of Inspector General

3. MINOR SUBDIVISION
Office of Investigations

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Barbara Bynum

5. TELEPHONE NUMBER
202 482 5348

DATE

2-6-02

ARCHIVIST OF THE UNITED STATES

John W. Cal

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 2 page(s) are not needed now for the business for 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,

X is not required

is attached; or

has been requested.

DATE

9/26/01

SIGNATURE OF AGENCY REPRESENTATIVE

Daniel J. Rooney
Daniel J. Rooney

TITLE

Department of Commerce
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 GRS OR SUPERSEDED JOB CITATION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)

SEE ATTACHED SHEET(S)

cc: Agency NR NWMW NWM D

**DEPARTMENT OF COMMERCE
OFFICE OF INSPECTOR GENERAL**

OFFICE OF INVESTIGATIONS RECORD SCHEDULE

INSPECTOR GENERAL INVESTIGATIVE CASE FILES - DOC

Case files developed during investigations of known or alleged fraud and abuse, irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority or a substantial and specific danger to the public health and safety. 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. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

1. Case files of significant value because the case attracts substantial national media attention, results in a Congressional investigation, or results in substantive changes in agency policies and procedures.

PERMANENT. Cut off closed files at the end of each fiscal year. Retire to FRC 2 years after cutoff. Transfer to the National Archives 25 years after cutoff.

2. All other investigative case files not covered by item 1.

TEMPORARY. Cut off closed files at end of each fiscal year. Retire to FRC 2 years after cutoff. Destroy 10 years after cutoff.

3. 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 that may prove useful in Inspector General investigations.

TEMPORARY. Cut off files at the end of each fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cutoff.

4. Name check files developed during the screening process of key individuals and entities seeking financial assistance (grants, loans, loan guarantees, subsidies, etc.) from the Department or one of its organizational units.

TEMPORARY. Cut off closed files at the end of each fiscal year. Retire to FRC 2 years after cutoff. Destroy 5 years after cut off.

5. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping 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, revision, or dissemination.

- (a) Copies of records covered by items 1-4 that have no further administrative value after the record keeping 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 produce the record keeping copy.

Destroy/delete within 180 days after the record keeping copy has been produced.

- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Destroy/delete when dissemination, revision, or updating is completed.