<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseded Job Citation</th>
<th>Action taken (NARA Use Only)</th>
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See attached.
RECORDS RETENTION SCHEDULE

Office of the Inspector General
Office of Counsel

1. Litigation Case Files

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

AUTHORIZED DISPOSITION: Cut off closed case files at the end of the calendar year. Destroy closed case files 10 years after the cut off date.

2. Legal Opinions and Interpretations

Requests for and responses to requests for legal interpretations and opinions relating to the Office of the Inspector General programs, policies, functions, and activities.

AUTHORIZED DISPOSITION: Permanent. Cut off files annually. Transfer to the National Archives in 5 year blocks when 15 years after cut off date. (Volume: 1 cu. Ft. per year—which will primarily be in electronic form)

3. Chronological Files

Copies of outgoing correspondence maintained solely for convenience of reference.

AUTHORIZED DISPOSITION: Destroy when 5 years old.

4. Audit Review Case Files

Correspondence regarding and copies of draft audit reports submitted to the Office of Counsel for review. Includes memoranda commenting on the proposed reports.

AUTHORIZED DISPOSITION: Destroy when three years old.

5. Departmental Review Case Files

Correspondence regarding and copies of proposed Departmental administrative regulations and informal requests for comment. Includes memoranda commenting on proposed regulations.

AUTHORIZED DISPOSITION: Destroy when three years old.

6. Subpoena Log

Log tracking the subpoenas issued by the Office of the Inspector General.
AUTHORIZED DISPOSITION: Review annually. Destroy when the related litigation case files are closed or when the log entries are no longer needed, whichever is later.

7. Program Subject Correspondence Files

Letters, reports, and other correspondence created by the Office of Counsel that reflects the activities of the office.

AUTHORIZED DISPOSITION: Destroy when five years old or when no longer needed, whichever is later.