

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

NI-040-10-1

Date Received

6/11/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

14 May 2011

Archivist of the United States

[Signature]

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

U.S. Department of Commerce

2 Major Subdivision

Office of Inspector General

3 Minor Subdivision

Office of Counsel

4 Name of Person with whom to confer

Dan Rooney

5 Telephone (include area code)

202-482-0517

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 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 has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

[Signature: Daniel Rooney]

DOC Records Management Officer

06/11/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>See attached.</p>		

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.