

Request for Records Disposition Authority	
(See Instructions on reverse)	
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	Immediate Office
4 Name of Person with whom to confer	5 Telephone (include area code)
Dan Rooney	202-482-0517

Leave Blank (NARA Use Only)	
Job Number	N1-040-10-Z
Date Received	6/15/10
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
14 Jun 2011	

**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     has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached.		

**Office of the Inspector General**

**Immediate Office of the Inspector General**

**1. Subject Program Operations Files and Correspondence**

**Files and other correspondence of the Immediate Office of the Inspector General that reflect the policies, procedures, functions, and major activities of the Office of the Inspector General.**

**AUTHORIZED DISPOSITION: Permanent. Close files annually. Transfer to the National Archives when 15 years old.**

**2. Chronological Files**

**Extra copies of correspondence and other records arranged by date and maintained solely for reference purposes.**

**AUTHORIZED DISPOSITION: Destroy when 5 years old.**