

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NCL-361-80-13

DATE RECEIVED

August 12, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Logistics Agency

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Anne Nicewicz

5. TEL. EXT
274-6234

9-2-80 *[Signature]*
Date *Archivist of the United States*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5 Aug 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> WILLIAM A. SMITH	E. TITLE Chief, Administrative Management Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>IG Investigations (243.20)</u> Documents accumulated during the course of investigations and inquiries conducted by Inspector General. Included are reports of investigations or inquiry and related papers. Inspector General, HQ DLA - Destroy 10 years after approval of the report. Other Offices - Destroy 5 years after approval of the report.		
2	<u>IG Direct Complaints (243.30)</u> Documents accumulated by Inspector General, DLA during the processing of complaints and request for advice, assistance, and information. (Titled and accessed by generic title in current files areas.) Inspector General, HQ DLA - Destroy 10 years after case has been completed and closed. Others - Destroy 5 years after case has been completed and closed.		
3	<u>IG Inquiries (243.40)</u> Routine inquiries, replies, comments, and related documents relating to the functions of the Inspector General, DLA and not appropriate for filing with inspection, investigation, or complaint files. Destroy after 10 years.		5 items

*DLA copy sent 9/18/80
Closed out: 10-14-80: K.T.J.*

BACKGROUND

These files contain documents relating to investigations, complaints and inquiries. Included are reports, replies, comments and other documents created in the conduct of IG investigations and inquiries.

These files are maintained by the IG Office, Headquarters, and other offices.

The purpose of this request is to change the retention period to 10 years. The increased emphasis on combating fraud and waste requires delving into past investigations. Recent such cases have been hampered because records have been destroyed.

Item 1 - Current disposition standard: Office of IG, HQ DLA - Destroy 2 years after approval of report, completion of case, or resolution, except that files required for precedents may be withdrawn and destroyed when no longer needed for their intended purpose. Retain in current files area.

Other Offices - Destroy 1 year after approval of report, completion of case, or resolution.

Recommended standard: As shown on SF 115

Item 2 - Current disposition standard: Destroy after 2 years.

Recommended standard: As shown on SF 115

Item 3 - Current disposition standard: Destroy after 2 years.

Recommended standard: As shown on SF 115

GRS does not apply.