

## Request for Records Disposition Authority

Records Schedule Number: DAA-0509-2012-0004  
Schedule Status: Returned Without Action  
Agency or Establishment: Department of Defense Inspector General  
Record Group / Scheduling Group: Records of the Department of Defense Inspector General  
Records Schedule Applies to: Major Subdivision  
Major Subdivision: Office of the Deputy Inspector General for Intelligence and Special Program Assessments  
Schedule Subject: Intelligence and Special Program Assessments Files  
Internal agency concurrences will be provided: Yes

Background Information: The mission of the DIG for Intelligence and Special Program Assessments is to provide oversight (audits, evaluations and inspections) across the full spectrum of programs, policies, procedures and functions of the Intelligence Enterprise, Special Access Programs, Nuclear Enterprise and related security issues within the Department of Defense.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

Returned Without Action

## Outline of Records Schedule Items for DAA-0509-2012-0004

Sequence Number	
1	Intelligence Program Files
1.1	Intelligence Correspondence Files - General Disposition Authority Number: DAA-0509-2012-0004-0001
2	Intelligence Planning Files
2.1	Recordkeeping copy (paper) Disposition Authority Number: DAA-0509-2012-0004-0002
2.2	Other copies, work papers and background material (paper) Disposition Authority Number: DAA-0509-2012-0004-0003
2.3	Permanent Intel Project Files
2.3.1	Recordkeeping Copy (paper) Disposition Authority Number: DAA-0509-2012-0004-0004
3	Intelligence Case Files
3.1	Recordkeeping copy. Disposition Authority Number: DAA-0509-2012-0004-0005

Retained Without Action

Records Schedule Items

Sequence Number					
1	<p><b>Intelligence Program Files</b> This series covers records created or maintained by the OIG relating to planning and conducting Intelligence Enterprise, Special Access Programs, Nuclear Enterprise and other inspections, evaluations, and audits as appropriate.</p>				
1.1	<p><b>Intelligence Correspondence Files - General</b> Disposition Authority Number: DAA-0509-2012-0004-0001 Correspondence relating to the OIG intelligence oversight function that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required.</p> <p>Final Disposition: Temporary Item Status: Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" data-bbox="360 1129 1495 1270"> <thead> <tr> <th data-bbox="360 1129 928 1176">Manual Citation</th> <th data-bbox="928 1129 1495 1176">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1176 928 1270">1000a.</td> <td data-bbox="928 1176 1495 1270">OBDINST 5015.2 (Records Management Program)</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation: N1-509-00-5</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction: Cutoff at end of CY when completed unless otherwise directed.</p> <p>Retention Period: Destroy when 2 years old unless need to retain is determined by management. The determination to retain must be reassessed every 2 years.</p> <p><b>Additional Information</b></p> <p>GAO Approval: Not Required</p>	Manual Citation	Manual Title	1000a.	OBDINST 5015.2 (Records Management Program)
Manual Citation	Manual Title				
1000a.	OBDINST 5015.2 (Records Management Program)				
2	<p><b>Intelligence Planning Files</b> Records on planning annual evaluation and audit schedules and procedures pertaining to the selected evaluations and audits such as the annual plan or related documents.</p>				

Returned Without Action

2.1

Recordkeeping copy (paper)

Disposition Authority Number DAA-0509-2012-0004-0002

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1020b.	IGDINST 5015.2 (Records Management Program)

Disposition Instructions

Cutoff Instruction Cutoff when superseded or obsolete.

Retention Period Destroy when most recent record is 5 years old.

Additional Information

GAO Approval Not Required

2.2

Other copies, work papers and background material (paper)

Disposition Authority Number DAA-0509-2012-0004-0003

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1020b.	IGDINST 5015.2 (Records Management Program)

Disposition Instruction

Retention Period Destroy when no longer needed for current operations or reference.

Returned Without Action

2.3 Additional Information  
 GAO Approval Not Required  
 Permanent Intel Project Files  
 Documents accumulated from evaluations and audits conducted by Intelligence. Includes announcement letters, project correspondence, data call requests, project plans, copies of the draft, final and independent reference review versions of the report.

2.3.1 Recordkeeping Copy (paper)  
 Disposition Authority Number DAA-0509-2012-0004-0004  
 Final Disposition Permanent  
 Item Status Withdrawn  
 Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1021	IGDINST 5015.2 (Records Management Program)

Disposition Instruction  
 Cutoff Instruction Cutoff on completion of the report.  
 Transfer to the National Archives for Accessioning Transfer to the National Archives in 10-year blocks when most recent record is 10 years old.

Additional Information  
 First year of records accumulation 1995  
 What will be the date span of the initial transfer of records to the National Archives? From 1995 To 2000  
 How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	.5 Cubic feet

Returned Without Action

Microform		
Hardcopy or Analog Special Media		

3  
3.1

Intelligence Case Files

Recordkeeping copy.

Disposition Authority Number DAA-0509-2012-0004-0005

Working documents accumulated from evaluations, audits, and other reviews conducted by Intelligence. Includes the documented work done, such as memoranda for record, source documents and data call submissions.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1050a.	IGD/NIST 5015.2 (Records Management Program)

GRS or Superseded Authority Citation N1-509-00-5

Disposition Instruction

Retention Period Destroy 3 year(s) after all actions are closed or completed.

Additional Information

GAO Approval Not Required

Returned Without Action

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
02/22/2012	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
03/20/2014	Returned Without Action	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action