

Request for Records Disposition Authority

Records Schedule Number: DAA-0509-2013-0004
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 the Deputy Inspector General for Investigations
Minor Subdivision: Internal Operations Directorate
Schedule Subject: Investigations Training Records
Internal agency concurrences will be provided: No

Background Information: The function of the DCIS Training Program is to prepare individuals to conduct and/or support relevant, objective and timely criminal investigations that protect the integrity of Department of Defense programs and operations.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	11

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0509-2013-0004

Sequence Number	
1	Investigations Training Files
1.1	Class Files
1.1.1	(1) General administration documents regarding student selection and solicitations. (2) Reports of early departure indicating if student will recycle. (3) Instruct or Change Sheets. (4) Testing criteria. (5) Course critiques from students. Disposition Authority Number: DAA-0509-2013-0004-0001
1.1.2	(1) Roster – final only. Include biographical information. (2) Schedule – final only. Includes DCIS instructors' (certified and non-certified) names and Federal Law Enforcement Training Center (FLETC)-delivered instruction. Includes team assignments, if applicable. (3) Student attendance sheets. (4) Exams – Student originals, grade sheets, and combined test scores. (5) Instructor prepared Student Evaluations – practical exercises. (6) Course completion certificates, if applicable. (7) Disciplinary records. Disposition Authority Number: DAA-0509-2013-0004-0002
1.1.3	DCIS Training Division Code of Conduct Disposition Authority Number: DAA-0509-2013-0004-0003
1.1.4	Class Photographs, including Seating Photo Charts, if applicable Disposition Authority Number: DAA-0509-2013-0004-0004
1.1.5	Program Records
1.1.5.1	Working Files Disposition Authority Number: DAA-0509-2013-0004-0005
1.2	Instructor (Staff) Training Records
1.2.1	Recordkeeping copy Disposition Authority Number: DAA-0509-2013-0004-0006
1.3	Use of Force Training Records
1.3.1	Recordkeeping Copy Disposition Authority Number: DAA-0509-2013-0004-0007
1.4	Physical Fitness Training (PFT) Records
1.4.1	(1) Annual statistical overview to the Special Agents in Charge (SACs) (memos) (2) Annual Field Office Program Profiles (memos) Disposition Authority Number: DAA-0509-2013-0004-0008
1.4.2	Semi-annual PFT Results/Scores Disposition Authority Number: DAA-0509-2013-0004-0009
1.5	Financial and Budget Records
1.5.1	(a) FLETC training annual projections (staffing) (b) FLETC Quarterly Allocation s

1.5.2

Disposition Authority Number: DAA-0509-2013-0004-0010

(a) FLETC Course Costs by FY (b) Year-end Training Budget Spreadsheet

Disposition Authority Number: DAA-0509-2013-0004-0011

Returned Without Action

Records Schedule Items

Sequence Number	
1	Investigations Training Files
1.1	Class Files
	Documents generated for each DCIS specific class
1.1.1	(1) General administration documents regarding student selection and solicitations.
	(2) Reports of early departure indicating if student will recycle. (3) Instructor
	Change Sheets. (4) Testing criteria. (5) Course critiques from students.
	Disposition Authority Number DAA-0509-2013-0004-0001
	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 mail and word processing? Yes
	Do any of the records covered by this item exist as structured electronic data? Yes
	Withdrawn Status Explanation GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job.
	Disposition Instruction
	Cutoff Instruction Cutoff at end of CY
	Retention Period Destroy immediately after 0 years
	Additional Information
	GAO Approval Not Required
1.1.2	(1) Roster – final only. Include biographical information. (2) Schedule – final
	only. Includes DCIS instructors' (certified and non-certified) names and Federal
	Law Enforcement Training Center (FLETC)-delivered instruction. Includes team
	assignments, if applicable. (3) Student attendance sheets. (4) Exams – Student
	originals, grade sheets, and combined test scores. (5) Instructor prepared Student
	Evaluations – practical exercises. (6) Course completion certificates, if applicable.
	(7) Disciplinary records.
	Disposition Authority Number DAA-0509-2013-0004-0002

Returned Without Action

	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?	Yes
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of CY
	Retention Period	Destroy 40 year(s) after separation of employee
	Additional Information	
	GAO Approval	Not Required
1.1.3	DCIS Training Division Code of Conduct	
	Disposition Authority Number	DAA-0509-2013-0004-0003
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff when superseded or obsolete
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after 20 years

Returned Without Action

Additional Information

First year of records accumulation 1983

What will be the date span of the initial transfer of records to the National Archives? Unknown
The Corporate Learning Office sets the (Defense Audit Management Information System) DAMIS policy. A new system is being developed.

How frequently will your agency transfer these records to the National Archives? Unknown
N/A

1.1.4

Class Photographs, including Seating Photo Charts, if applicable

Disposition Authority Number DAA-0509-2013-0004-0004

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? Yes

Withdrawn Status Explanation GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job.

Disposition Instruction

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy immediately after 40 years

Additional Information

GAO Approval Not Required

1.1.5

Program Records

Records generated for each DCIS developed class. The file may contain curriculum content (e.g., syllabi, lesson plans, Curriculum Review Conference notes, and other training materials used).

1.1.5.1

Working Files

Disposition Authority Number DAA-0509-2013-0004-0005

	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?	Yes
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff 5 years after course completion
	Retention Period	Destroy immediately after 5 years
	Additional Information	
	GAO Approval	Not Required
1.2	Instructor (Staff) Training Records	Records created by each instructor. The files shall include: (1) Instructor's personal training history. (2) Attendance records. (3) Exemptions or waivers requested/granted. (4) Evaluations/Assessments. (5) Qualification notifications. (6) Certification and/or recertification.
1.2.1	Recordkeeping copy	
	Disposition Authority Number	DAA-0509-2013-0004-0005
	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
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job

Returned Without Action

	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of CY of separation of Instructor from Agency
	Retention Period	Destroy immediately after 40 years
	Additional Information	
	GAO Approval	Not Required
1.3	Use of Force Training Records	
	Records created by Use of Force training for all DCIS Criminal Investigators (GS-1811s). The files shall contain the following: (1) Firearms qualifications (Form 52) - All for entire tenure with DCIS. (2) Non-Lethal Control Tactics (NLCT) qualifications - All; for entire tenure with DCIS. (3) Exemptions and waivers requested/granted for quarterly qualifications. (4) Serial Numbers of DCIS issued gun(s) to agents. (5) (Special Agent in Charge) SAC authorization for carry of Personally Owned Weapons.	
1.3.1	Recordkeeping Copy	
	Disposition Authority Number	DAA-0509-2013-0004-0007
	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?	Yes
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff after separation of employee
	Retention Period	Destroy immediately after 40 years
	Additional Information	
	GAO Approval	Not Required
1.4	Physical Fitness Training (PFT) Records	

Required Without Action

1.4.1

Records will be generated for physical fitness tests for all DCIS Criminal Investigators (GS-1811s)

(1) Annual statistical overview to the Special Agents in Charge (SACs) (memos) (2) Annual Field Office Program Profiles (memos)

Disposition Authority Number DAA-0509-2013-0004-0008

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? Yes

Withdrawn Status Explanation GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job

Disposition Instruction

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy immediately after 3 years

Additional Information

GAO Approval Not Required

1.4.2

Semi-annual PFT Results/Scores

Disposition Authority Number DAA-0509-2013-0004-0009

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? Yes

Returned Without Action

	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff semi-annually. Close-out annually.
	Retention Period	Destroy immediately after 40 years
	Additional Information	
	GAO Approval	Not Required
1.5	Financial and Budget Records	Records generated to project for future training classes/programs and to document expenditures
1.5.1	(a) FLETC training annual projections (staffing) (b) FLETC Quarterly Allocations	
	Disposition Authority Number	DAA-0509-2013-0004-0010
	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?	Yes
	Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of FY
	Retention Period	Destroy immediately after 3 years
	Additional Information	
	GAO Approval	Not Required
1.5.2	(a) FLETC Course Costs by FY (b) Year-end Training Budget Spreadsheet	
	Disposition Authority Number	DAA-0509-2013-0004-0011
	Final Disposition	Temporary

Returned Without Action

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?	Yes
Withdrawn Status Explanation	GRS 1, 29 item. DODIG Records Officer Bruce Womack was contacted on 2/19/14. Corresponding email attached to this job
Disposition Instruction	
Cutoff Instruction	Cutoff at end of FY
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff
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
07/24/2013	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/19/2014	Returned Without Action	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services

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