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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0509-2014-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0509-2014-0001
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 Deputy Inspector General for Investigations
Minor Subdivision Defense Criminal Investigative Service
Schedule Subject Case Reporting and Information Management System (CRIMS) Database System

Internal agency concurrences will be provided Yes

Background Information

Electronic database contains open and closed case listings used to manage investigations, to produce statistical reports, and to control various aspects of the investigative process. Users are OIG employees. System is used to determine the existence, location, and status of cases, control workload, and to prepare statistical reports. The records in this system are used for the following purposes:

- Suitability, loyalty, eligibility, and general trustworthiness of individuals for access or continued access to classified information and suitability for access to government facilities or industrial firms engaged in government projects/contracts;
- Contractor responsibility and suspension/debarment determinations;
- Suitability for awards or similar benefits;
- Use in current law enforcement investigation or program of any type;
- Use in judicial or adjudicative proceedings including litigation or in accordance with a court order;
- To identify offenders, to provide facts and evidence upon which to base prosecution, to provide information to other investigative elements of the Department of Defense having jurisdiction over the substance of the allegations or a related investigative interest in criminal law enforcement investigations including statutory violations,

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counter-intelligence, counter-espionage and counter-terrorist activities and other security matters;

- To effect corrective administrative action and to recover money and property which has been wrongfully used or misappropriated;
- To make statistical evaluations and reports;
- To make decisions affecting personnel actions concerning members of the Armed Forces and or Federal employees;
- To respond to other complaint investigations and congressional inquiries as appropriate.

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	6

GAO Approval

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Outline of Records Schedule Items for DAA-0509-2014-0001

Sequence Number	
1	Criminal Reporting and Information Management System (CRIMS) Database Files
1.1	Inputs or source documents: Master Case File Disposition Authority Number: DAA-0509-2014-0001-0001
1.2	Master Files Disposition Authority Number: DAA-0509-2014-0001-0002
1.3	An extract of the Master File containing records relating to Criminal Investigative Case Files records designed as permanent under File Number 850b. Disposition Authority Number: DAA-0509-2014-0001-0003
1.4	Master Files - Provided that the extract has been produced for File Number 802-10b(1) and transferred to the National Archives. Disposition Authority Number: DAA-0509-2014-0001-0004
1.5	Outputs Disposition Authority Number: DAA-0509-2014-0001-0005
1.6	Documentation Disposition Authority Number: DAA-0509-2014-0001-0006

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Records Schedule Items

Sequence Number					
1	Criminal Reporting and Information Management System (CRIMS) Database Files Electronic database use to record, manage, and report information related to investigative cases within the Office of the Inspector's General Defense Criminal Investigative Service (DCIS). CRIMS also manages agent work hours (time spent on investigations, training, leave, etc.) and special cases.				
1.1	Inputs or source documents: Master Case File Disposition Authority Number DAA-0509-2014-0001-0001 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 e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes				
	<table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>802-10a.</td><td>Inspector General Instruction 5015.2, OIG Records Management Program</td></tr></tbody></table>	Manual Citation	Manual Title	802-10a.	Inspector General Instruction 5015.2, OIG Records Management Program
Manual Citation	Manual Title				
802-10a.	Inspector General Instruction 5015.2, OIG Records Management Program				
	Disposition Instruction Retention Period Apply disposition instructions found under File Number 850 Additional Information GAO Approval Not Required				
1.2	Master Files Disposition Authority Number DAA-0509-2014-0001-0002 The master files contain: Individual's Name, Social Security Number (SSN), Driver's License, Other ID Numbers, Gender, Race/Ethnicity, Birth Date, Mailing Home Address, Mailing Office Address, Home Phone Number, Office Phone Numbers, Personal Email Address, Business Email Address, Place of Birth, Marital Status, Employment Information, Law Enforcement Data, Records of investigations				

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to include Reports of Investigation, Information Reports, and Case Summaries, which are being or have been conducted by the OIG.

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

Manual Citation	Manual Title
802-10	IG Instruction 5015.2, OIG Records Management Program

Disposition Instruction

Retention Period Electronic copy will be retained by the OIG indefinitely for statistical purposes.

Additional Information

GAO Approval Not Required

An extract of the Master File containing records relating to Criminal Investigative Case Files records designed as permanent under File Number 850b.

Disposition Authority Number DAA-0509-2014-0001-0003

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? Yes

Manual Citation	Manual Title
802-10b(1)	IG Instruction 5015.2, OIG Records Management Program

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Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives with related case files in accordance with 36 CFR 1235.

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2011

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	75 MB	25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.4

Master Files - Provided that the extract has been produced for File Number 802-10b(1) and transferred to the National Archives.

Disposition Authority Number DAA-0509-2014-0001-0004

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

Manual Citation	Manual Title
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802-10b(2)	IG Instruction 5015.2, OIG Records Management Program
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Disposition Instruction

Retention Period Delete when 25 years old or when no longer needed for operational purposes, whichever is later.

Additional Information

GAO Approval Not Required

Outputs

Disposition Authority Number DAA-0509-2014-0001-0005

Reports which become part of the official case file, Ad hoc reports, and management information reports.

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
802-10c	IG Instruction 5015.2, OIG Records Management Program

Disposition Instruction

Retention Period Outputs not filed under File Number 850, destroy/delete when no longer needed for operational purposes.

Additional Information

GAO Approval Not Required

Documentation

Disposition Authority Number DAA-0509-2014-0001-0006

Record layouts, codebooks and other system documentation

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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
802-10d	IG Instruction 5015.2, OIG Records Management Program

Disposition Instruction

Retention Period Destroy/delete when no longer needed for operational purposes

Additional Information

GAO Approval Not Required

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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
01/15/2014	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/24/2016	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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