

930 INSPECTIONS PROCEDURES AND ADMINISTRATION. Documents relating to general, day-to-day administrative procedures and processes of preparing for and conducting individual inspections

Item
1

- a. Recordkeeping copy (paper): DESTROY after 10 years.
- b. Electronic mail and word processing system copies

2

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE within 180 days after the recordkeeping copy has been produced

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(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

930-10 Inspection Concept Development. Documents which define the initial idea and scope of an inspection. Includes documents which identify the resources required, establish the objectives, or suggest items for inspection, types of expertise or training required on the inspection team, potential sites for inspection, methods of inspection.

- a. Approved concept.

4

(1) Recordkeeping copy (paper): Transfer to File Number 950 (Inspections Case Files) when the inspections team is established and operational.

- (2) Electronic mail and word processing system copies:

5

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE within 180 days after the recordkeeping copy has been produced.

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(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

- b. Disapproved concept.

7

- (1) Recordkeeping copy (paper): Transfer to File Number 920-10 (Inspections Universe)

- (2) Electronic mail and word processing system copies:

8

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE within 180 days after the recordkeeping copy has been produced

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(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.