REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)	
			JOB NUMBER	
(See Instructions on reverse) TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			NI-509+00+6 DATE RECEIVED	
WASHINGTON, DC 20408			2.15.2000	
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY	
Department of Defense			In accordance with the manual of 44	
2. MAJOR SUBDIVISION			In accordance with the provisions of 44 USC 3303a the disposition request,	
Office of the Inspector General3. MINOR SUBDIVISIONAdmin. & Logistics			including amendments, is a for items that may be marke	ed "disposition
Office of Admin. & Info. Mgmt. Svcs Directorate			not approved" or "withdrawr	n" in column 10
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE			DATE ARCHIVIST OFT	HE UNITED STATES
			6-22-00 Alla W. Car	
Ray Braemer (703) 604-9781		781	o o popular a	
6. AGENCY CERTIFICATION				
I hereby certify that I am authorized to act for	this agency in n	natters per	taining to the disposition	n of its records
and that the records proposed for disposal on the attached 2_{2} page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from				
the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal				
Agencies,		r		
is not required; is attached; or has been requested.				
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE			tor, Office of Administration	
			nformation Management	
TITEM 8 DESCRIPTION OF ITEM AND PRO	POSED DISPOSI	TION	9 GRS OR SUPERSEDED	10 ACTION TAKEN (NARA
<u>NO</u>			JOB CITATION	USE ONLY)
DECODDE OF THE OFFICE OF THE INCREMENT				
RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL				
(See Attached)				
alering, MR, 7	NÜMI			
115-109 // NSN 7540-00-60 PREVIOUS EDITION	STANDARD FORM Pres	115 (REV. 3-91) cribed by NARA		
				36 CFR 1228

100a. <u>Administration Correspondence Files – General</u>. Records relating to administration that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

(1) Recordkeeping copy (paper) DESTROY when 2 years old Disposition Pending

(2) Electronic mail and word processing system copies.

(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 *Disposition Pending*

1

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete **Disposition Pending**

300a. <u>Planning and Management Correspondence Files- General</u>. Records relating to planning and management that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

(1) Recordkeeping copies (paper) DESTROY when 2 years old Disposition Pending

(2) Electronic mail and word processing system copies:

(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 *Disposition Pending*

(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. *Disposition Pending*

700a. <u>Auditing Correspondence Files – General</u>. Correspondence relating to auditing that cannot logically be filed with detailed records listed below or is received for information only and on which no action is required.

(1) Recordkeeping copy (paper). DESTROY when 2 years old Disposition Pending

(2) Electronic mail and word processing system copies

(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 **Disposition Pending**

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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. *Disposition Pending*

800a. <u>Investigations Correspondence Files - General</u> Correspondence relating to investigations that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

10

(1) Recordkeeping copy (paper) DESTROY when 2 years. *Disposition Pending*

(2) Electronic mail and word processing system copies

(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. *Disposition Pending*

(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. *Disposition Pending*

900a. <u>Inspections Correspondence Files - General</u>. Correspondence relating to the IG inspections function that cannot logically be filed with detailed records listed below or received for information only and on which no action is required

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(1) Recordkeeping copy (paper). DESTROY when 2 years old. Disposition Pending

(2) Electronic mail and word processing system copies

(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. *Disposition Pending*

(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 **Disposition Pending**