REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment) Department of Defense	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Office of the Inspector General	In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3. MINOR SUBDIVISION Office of Administration and Information Management/ALSD	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Ray Braemer	(703) 604-9781	*1-3/01*	

6. 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 on the attached _____ 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11-27-00		Director, Office of Administration and Information Management

7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL See Attached		

cc Agency, NWME 8/2/01

802 **INVESTIGATIVE DATA SYSTEM (IDS).** The Defense Criminal Investigative Service (DCIS) Investigative Data System (IDS) is a relational data base designed to. (a) Provide a centralized management information system for the collection, storage, and retrieval of statistical and other data relating to criminal, civil, and administrative investigative efforts conducted by the DCIS; (b) track information reports, fraud briefings, technical support on cases, inspections, internal inquiries, and polygraphs conducted for other agencies, (c) provide a record of every subject of every investigation and information report in the history of the DCIS, and (d) record in the Workhour Tracking System (WTS) all employee work hours associated with investigative efforts. The IDS consists of but is not limited to the following data elements fraud awareness briefings, information reports, investigative cases, investigative subject data elements, polygraphs, inspections, internal inquiries, technical support data and employee work hours and office assignments. IDS entries for other categories must be supported by documentation in the master case file (retained by the Office of Primary Responsibility (OPR) during the pendency of the case). This includes but is not limited to Personal Identifying Data (PID), arrests, adjudicative activity, all monetary claims and most technical support activities. Also includes supporting documentation on the methodology used to calculate dollar amounts. Each Unique Identifier (UID) assigned by the IDS has the data entries required by DCIS Special Agents Manual, Chapters 28, 50 & 54. The IDS is updated daily

    a   Recordkeeping Copies

        ~~(1) Inputs or source documents Master case file. Apply disposition instructions found under File Number 850. *Disposition Pending*~~ ~~████████~~ (*Does not require SF 115 approval*)

        (2) Electronic copy will be maintained by the OIG until determined to be no longer necessary.

        (a) An extract of the Master File containing records relating to Criminal Investigative Case Files records designated as permanent under File Number 850b. **PERMANENT**. Transfer to the National Archives with the related case files in accordance with 36 CFR 1228.270 and 36 CFR 1234 *Disposition Pending*

        (b) Master File. Provided that the extract has been produced for File Number 802a(2)(a) and transferred to the National Archives, **DELETE** when 20 years old or when no longer needed for operational purposes, whichever is later *Disposition Pending*

        (3) Outputs not filed under File Number 850. **DESTROY/DELETE** after 1 year or when no longer needed for operational purposes, whichever is later *Disposition Pending*

        (4) Documentation specified in 36 CFR 1234 20(b), including record layouts, codebooks and other system documentation.

        (a) Documentation related to File Number 802a(2)(a) **PERMANENT**. Transfer to the National Archives with the Master File extract in accordance with 36 CFR 1228 270 and 36 CFR 1234 *Disposition Pending*

        (b) Documentation related to FN 802a(2)(b) Maintained by the OIG **DESTROY/DELETE** when the Master File to which it pertains has been superseded, is no longer needed for operational purposes, or is 20 years old, whichever is later *Disposition Pending*

    b   Electronic mail and word processing system copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copies **DELETE** when dissemination, revision, or updating is complete. *Disposition Pending*