

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

2 MAJOR SUBDIVISION
 Office of the Inspector General

3 MINOR SUBDIVISION
 Assistant IG for Admin & Info Mgmt

4 NAME OF PERSON WITH WHOM TO CONFER
 Marianne Offield

5 TELEPHONE
 Admin & Resource Acquisition Dir.
 (703)693-0230

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-509-93-2

DATE RECEIVED
 11-10-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
 11-15-92

ARCHIVIST OF THE UNITED STATES
 John W. Paul

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 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,

is not required; is attached; or has been requested

DATE: 10.28.92

SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]

TITLE: Assistant Inspector General for Administration & Information Mgmt.

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>This request for records disposition authority covers those records of the Office of the Inspector General not covered by the NARA General Records Schedules Nos. 1-23, N1-330-88-4, N1-330-90-4, and N1-330-92-4. This is the fifth request from this organization.</p> <p>See attached.</p> <p>Privacy Act System Notice #CIG-06</p> <p>Copy sent to agency 11/96</p>		

File No.	Title Description	Disposition Authority
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850 Criminal Investigations Case Files

Case files of investigations of alleged violations of laws, regulations, and directives by DoD agency personnel and external investigations conducted on contractors and grantees. These may include, but are not limited to, official reports of investigations (ROIs), polygraph reports, case initiations, case closings, agents' notes, sworn statements and affidavits and subpoenas and request for authorization to use electronic equipment for consensual monitoring, consensual monitoring reports, significant incident reports, supplemental reports on closed cases, evidence to include pictures, fingerprints, and any other case related documents or information used during the investigation of a particular case. Files may include audio cassette tapes and video cassette tapes.***

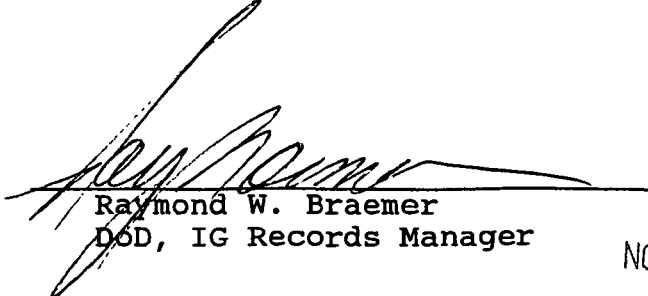
a. Initiating officer, resident agency, or field office case files.

a. Transfer through channels to HQ, OAIG-INV 2 years after case closure.

b. HQ, OAIG-INV case files in Categories F - Redistribution/Marketing Fraud, O - U.S. Customs Violations, S - Environmental, T - Terrorism Related Act, W - Reserved for Future Use, X - Internal Security.

b. PERMANENT. Retire to WNRC 3 years after case closure. Transfer to the National Archives of the United States 20 years after case closure.

Concur



Raymond W. Braemer
DoD, IG Records Manager

NOV 5 1996

File No.	Title Description	Disposition Authority
c.	HQ, OAIG-INV case files in all other categories not listed in b above.	c. TEMPORARY. Retire to WNRC 3 years after case closure. DESTROY 20 years after case closure.

*** Audiovisual material accumulated in connection with temporary cases may be retired to WNRC as long as only AV material is included in that accession. Do not mix AV and Textual records. Audiovisual material accumulated in connection with a permanent case may not be retired to WNRC due to preservation concerns. Maintain onsite and transfer directly to the National Archives of the United States at the same time that the textual records are transferred.

NOTE: Some case files (not already scheduled as permanent) warrant permanent retention if they attracted great public or judicial attention or documented historical development of the agency. Notify the National Archives and Records Administration so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized.

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Criminal Investigations Case Files.

Case files of investigations of alleged violations of laws, regulations, and directives by DoD agency personnel and external investigations conducted on contractors and grantees. This may include official reports of investigations (ROI), polygraph reports, case initiations, case closings, agents notes, grand jury documents, sworn statements and affidavits and subpoenas, request for issuance of IG subpoenas and request for authorization to use electronic equipment for consensual monitoring, consensual monitoring reports, significant incident reports, supplemental reports on closed cases, evidence to include pictures, fingerprints, and any other case related documents or information used during the investigation of a particular case. Does not include audio cassette tapes, video cassette tapes.

NOTE: Some case files may be considered as permanent if they attracted great public or judicial attention or documented historical development of the agency. Notify NARA so that an analysis and appraisal of these case files can be conducted and appropriate disposition authorized.

a. Initiating officer, resident agency, or field office case files.

b. HQ, OAIG-INV case files.

a. Transfer through channels to HQ, OAIG-INV 2 years after the case closes.

Disposition Pending.

b. Upon receipt of files from a. above, consolidate, eliminate duplicate documents, and transfer to WNRC. DEST 30 years after case closes.

Disposition Pending.

Original Submission Voided;
See revision agreed to 11/5/96

File No.

Title
Description

Disposition
Authority

~~NOTE: Item previously appraised as follows:
"a. Cases begun in 1985 and before.~~

~~a. Permanent. TRF closed cases to NARA when 30 years old, in 5 year blocks; e.g., 1981-85 in 2015. National Archives staff will have the authority to select and destroy routine 30 year-old cases which lack enduring value, i.e., are not significant or sensitive.~~

~~NI-330-88-4~~

~~b. Cases begun in 1986 and after, filed by Case Category Code under a computer assigned number; and the electronic index used to retrieve the cases.~~

~~Disposition not authorized."~~