

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
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 Admin & Resource Acquisition Dir.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE

Marianne Offield

(703)693-0230

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-509-93-3

DATE RECEIVED

5-6-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

ARCHIVIST OF THE UNITED STATES

5-2-96

John W. Carl

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,

is not required; is attached, or has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

5-6-93

[Signature]

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.</p> <p>See attached.</p>		

N1-509-73-3
Revised 1/96
approved by
DoD IG
1/96

TAILHOOK 91
Records Disposition Schedule

These records were created or accumulated by the Office of the Inspector General, Department of Defense (DoD-IG) during its inquiry into events relating to the 35th Annual Symposium of the Tailhook Association (Tailhook 91) held at the Las Vegas Hilton Hotel from September 5 to September 7, 1991. Two reports were eventually created as a result of this investigation.

I. Tailhook 91 Part 1, Review of the Navy Investigations

These records were created or accumulated by DoD-IG during its review of the investigative actions of senior Navy Officials, the Naval Investigative Service (NIS), and the Naval Inspector General (Naval IG) regarding Tailhook 91. Records include copies of NIS reports, investigative working papers from several sources, correspondence with Navy officials, newspaper clippings, photographs and memorandums.

a. Cassette tapes.

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

b. All other records.

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

II. Tailhook 91 Part 2

These records were created or accumulated by the DoD-IG during its investigation into events that occurred at Tailhook 91 between September 5 and 7, 1991. This investigation culminated in a report of investigation to the Secretary of Defense and the referral of a number of officers to the Acting Secretary of the Navy. The report produced as a result of this investigation provides information on the status of the investigation as of January 31, 1993.

A. Administrative Records

1. Policy and Procedural Records

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation whichever is later. Following this action, transfer to the National Archives.

2. Preliminary Screening Records

DISPOSITION: Maintain on site for ten years or until end of litigation, whichever is later. Following this action, retire to WNRC. Destroy in 2023.

3. Subpoena Case Files

a. Copies of Subpoenas issued

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

b. Exhibits and evidence obtained by Subpoena.

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

4. Investigative Support Files. (Includes polygraph and consensual monitoring files.)

DISPOSITION: Maintain on site for ten years or until end of litigation, whichever is later. Following this action retire to WNRC. Destroy in 2023.

B. Interview Files

1. Individual Interview Jackets including Polaroid "Mug Shots" of Persons Interviewed

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

2. Cassette Tapes and Transcripts of Selected Interviews

a. Cassette Tapes

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

b. Transcripts of Selected Interviews

Followup interviews of individuals selected as having more pertinent information pertaining to the incidents.

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

C. Background Files and Related Records Used to Create the Tailhook II Report

1. Background Files

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

2. Exhibits, including evidence obtained, posters, photographs provided, and photographic lineups compiled.

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

D. Record Copy of Final Report

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

E. Recommendation Files

1. Persons Cleared Worksheets

DISPOSITION: Maintain on site for ten years or until end of litigation, whichever is later. Following this action, retire to WNRC. Destroy in 2023.

2. Persons Referred for Further Action

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

F. Press Stories and Comment

1. Newsclippings

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

2. Video Tape

DISPOSITION: Permanent. Maintain on site for ten years or until end of litigation, whichever is later. Following this action, transfer to the National Archives.

NOTE: National Archives Staff will have the authority to apply the General Records Schedules and/or destroy duplicate items during archival processing.

NOTE: Litigation ended June 1994. Therefore, cutoff files effective December 31, 1994. Transfer to National Archives or retirement to Federal Records Center should occur January 1, 2005.