

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-509-96-1</i>
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED	<i>1-2-96</i>
2 MAJOR SUBDIVISION Office of the Inspector General		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Assistant IG for Admin & Info Mgmt		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Admin & Resource Acquisition Dir.		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	<i>9-3-96</i>	<i>John W. Paul</i>
Ray Braemer	(703) 604-9781		

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>Nov 7, 1995</i>	<i>C. Frank Bourne</i>	Assistant Inspector General for Administration & Information Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> See Attached. Privacy Act Systems: CIG-04 Case Control System-Investigative CIG-06 Investigative Files Note: Pen and ink changes approved by DoD IG records officer, Ray Braemer, 8/20/96		

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*copy to: Agency, NSX
NNT, NCF*

**TAILHOOK II
Records Disposition Schedule**

ELECTRONIC RECORDS

This schedule covers electronic records that were created or accumulated by the Department of Defense Inspector General (DoD-IG) during the 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.

1. Computer Floppy Disks-Drafts of Interview Reports

DISPOSITION: ^{Temporary.} Maintain on site, ~~for ten years or until end of litigation, whichever is later.~~ Following this ~~action,~~ Destroy after input into the "ZY" system has been verified. (GRS 23, Item 1)

2. "ZY" Index and Document Retrieval System

The "ZY" index and document retrieval system is a commercial, proprietary software package in which text documents (i.e.: Microsoft Word or Word Perfect) can be entered, stored and retrieved. The product allows for searching on a specific word or term. The system uses DOS version 3.2.

a. Reports maintained in the "ZY" system

This sub-item consists of the text of reports created during the course of DoD-IG's investigation. Reports include individual interview reports, suite reports, incident or activity reports, and victim reports.

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

All transfers should be made in accordance with 36 CFR 1228.

b. ~~Index to the reports~~ ^{"Zy" Software}

This sub-item consists of the software used to locate specific documents described in item 2a.

DISPOSITION: Maintain on site for ten years or until the end of litigation, whichever is later. Following this action, ~~destroy when no longer needed for reference.~~

NON-RECORD

c. Related Documentation. ^{of indices, system configurations,}

This sub-item consists ~~file layouts, code books,~~ naming conventions and other related documentation necessary to understand the ~~documents or to load them into an indexing~~ records and the system sufficiently enough to replicate the functionality of the system.

~~software package.~~ This documentation may be in either electronic or paper form.

DISPOSITION: **Permanent.** Transfer to the National Archives at the same time as the related data in sub-item 2a.

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.