



File No.	Title Description	Disposition Authority
363-50	Congressional Hearings	
	a. Testimony presented to the Congress by the IG and Senior Officials of the OIG. Includes record copy of testimony and original briefing books.	a. Permanent. Cut off on completion of the hearing. Transfer to NARA in 5-year blocks when most recent record is 20 years old, e.g., 1981-85 in 2006. N1-330-88-4
	b. Work papers and background material.	b. Destroy when 10 years old.

File No.	Title Description	Disposition Authority
870	<b>Administrative Investigations Case Files</b> Complaint files, inquiries, replies, comments and other documents relating to the investigation of non-criminal allegations of misconduct and mismanagement.	N1-330-88-4
	a. Routine Inquiries	
	(1) Final report	(1) Destroy when 10 years old.
	(2) Work papers and background material.	(2) Destroy when 10 years old.
	b. Significant Cases *	
	(1) Final report	(1) Permanent. Transfer to the NARA when 10 years old, in 5-year blocks, e.g., 1981-85 in 1996
	(2) Work papers and background material.	(2) Permanent. Transfer to the NARA when 10 years old, in 5-year blocks, e.g., 1981-85 in 1996
	<p>* <b>NOTE:</b> Significant cases include those which attract great public or judicial attention or document a historical development in the agency.</p>	

File No.	Title Description	Disposition Authority
870-01	<b>Internal Investigations Inquiries.</b> The investigation of misconduct or inappropriate/unprofessional acts by an AIG for Investigations employee.	
	a. Unfounded or unsubstantiated	a. Destroy when 10 years old.
	b. Substantiated	b. Destroy when 10 years old or 5 years after termination of employee, whichever is later.