

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 Asst. IG for Admin & Info Mgmt	Admin & Logistics Services Directorate
4. NAME OF PERSON WITH WHOM TO CONFER Ray Braemer	5 TELEPHONE (703) 604-9781

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-509-99-2	
DATE RECEIVED 3-16-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 7-20-99	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 1 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 <i>11 Nov 99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Assistant Inspector General for Administration & Information Management
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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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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.		

101-11 Memoranda of Understanding or Agreement Files.

Documents on agreements between elements of the OIG, and other Military Services or Federal Agencies, or between elements of the OIG and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding and cooperation between recognized organizations in the DoD and other Federal agencies. Included are agreements, agreement checklists, amendments, review comments, related correspondence and similar documents.

Item

a. Recordkeeping Copy.

and 3 months

1 Destroy 6 years after supersession, cancellation, or termination of the agreement. [Amended by R. Wire per R. Braemer, 4-14-1999.]

b. Electronic Mail, Word Processing, and Other Office Automation System Copies.

2 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/Delete within 180 days after the recordkeeping copy has been produced.

3 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/Delete when dissemination, revision, or updating is complete.