

***(See Instructions on reverse)***

Copy to: agency, NWMD, NWMLW 11/2/99 cbc TO NR 11/8/99 RAN

362-10

White House Correspondence - Routine.

White House correspondence of a routing, non-policy nature with no long-term value.

Item  
1

- a. Recordkeeping copy (paper): Cut off every 2 years.  
DESTROY when 8 years old. (N1-330-88-4)

- b. Electronic Mail and Word Processing 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.

362-20

White House Correspondence - Policy Related.

Correspondence relating to substantial policy related matters.

4

- a. Recordkeeping copy (paper): PERMANENT. Cut off every 2 years. Transfer to the National Archives in 6 year blocks when most recent record is 20 years old. (N1-330-88-4)

- b. Electronic Mail and Word Processing System Copies:

5

- (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.

6

- (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.

363-10

**Congressional Correspondence - Routine.**

Correspondence of a routine nature with no historical value.

Congressional inquiries which are forwarded to the OIG for reply but do not require IG signature.

Item  
7

- a. Recordkeeping copy (paper): Cut off after 2 years.  
DESTROY when 8 years old. (N1-330-88-4)

- b. Electronic Mail and Word Processing System Copies:

8

- (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.

9

- (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.

363-20

**Congressional Correspondence - Historical Value.**

Correspondence of a substantial nature with historical significance and which require IG signature. Congressional inquiries which are originated by the Congress and pertain to substantial policy issues or disposition of inquiries required under statute.

10

- a. Recordkeeping copy (paper): PERMANENT. Cut off when case is closed. Transfer to the National Archives in 6 year blocks when most recent record is 20 years old.  
(N1-330-88-4)

- b. Electronic Mail and Word Processing System Copies:

11

- (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.

Item

12

- (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.

363-75

Legislation Reviews.

Reviews of the legislation that impacts on the OIG function.

13

- a. Recordkeeping copy (paper): PERMANENT. Cut off on completion of review. Transfer to the National Archives in 6 year blocks when most recent record is 20 years old. (N1-330-88-4)

14

- b. Electronic Mail and Word Processing System Copies:

- (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.
- (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.

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