

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)	
JOB NUMBER	11-509-99-4
DATE RECEIVED	5-18-99
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES
10-5-99	<i>[Signature]</i>

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	Admin. & Logistics Services Directorate
Asst. IG for Admin. & Info. Mgmt.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
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 <u>3</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE: <i>11 May 99</i>	SIGNATURE OF AGENCY REPRESENTATIVE: <i>[Signature]</i>	TITLE: 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>See Attached.</p>		

copy to: agency, NWMD, NWMIW 11/2/99 cbc TO NIR 11/8/99 RABW

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:

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- (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.

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- (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.