

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-509-99-5</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>5-18-1999</i>	
2. MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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	DATE <i>9-30-99</i>	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 <u>2</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>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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u>  See Attached.		

*Copies to: agency, NR, NWMW 10/26/99 cbc*

Staff

363-60

Congressional Briefings ~~Routine~~

Memoranda for the Record on meetings between OIG staff and congressional staff.

[Amended by R. Wire per R. Braemer's 7/2/99 e-mail]

Item

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

- 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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PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE).

364-10

PCIE Subjective Files.

Requests for general information from the PCIE; records and materials from both the Council and committee meetings of the PCIE including agenda, background information and commitments made at the meeting.

- a. Recordkeeping copy (paper): Cut off annually. Destroy when 7 years old.

- 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.

Item  
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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.