

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 111-AU-01-26	DATE RECEIVED 4/4/01
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Vicki Yonts	5. TELEPHONE (703) 806-3198	DATE 3-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 4 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 3 April 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i>	TITLE Director, Records Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>Background: The prescribing regulation for these records series is AR 20-1, Inspector General Activities and Procedures, 15 Mar 94. These files have been revised in order to make the retention standards more consistent and uniform and to accommodate the pre and post-board screening process.</p> <p>Item 4 (20-1f). Retention was changed from permanent to 30 years due to a recent review of IG records retention period revealed 30 years is adequate time for HQDA IG level inspections to serve their purpose, unless the inspection report was determined to have high public/congressional interest and of historical significance, in which case the retention period becomes permanent (20-1b)</p> <p>FN: 20-1a (formerly 20-1a, 20-1g(b) and 20-1f(b)) Title: IG inspection - Field IGs Authority: Privacy Act: NA Description: Inspection conducted and information accumulated by Field IGs. Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command, and similar files pertaining to inspections. Disposition: Code KE6: Event is the completion of inspection, to include resolution of discrepancies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. For clarification see AR 20-1.</p> <p style="text-align: center;"><i>3 years after</i></p>	<p>N1-AU-97-14 NC1-AU-79-39</p> <p><i>concess</i> <i>Amy/Wall</i> <i>1/8-9/02</i> <i>Agnew</i></p>	

cc: Agency, NIR, NWMD, NWME, NWMW  
NWETM

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>FN: 20-1b (formerly 20-1b(a), 20-1g(a) &amp; 20-1b(d) (1))                      Title: IG Investigations, Inquiries, Assistance, and Inspection Reports                      Authority:                      Privacy Act: A0020-1aSAIG                      Description: IG investigations, inquiries, assistance, and inspection reports that are likely to attract high public and/or Congressional Committee or sub-committee interest, or that are deemed to be of historical significance by The Inspector General (TIG) and all information accumulated by IGs at Division HQs or higher in a combat environment.                      Disposition: PERMANENT. Code TEP: Event is when case is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, then forward to SAIG-IR, then retire to RHA. The RHA will retire the record to the FRC when record is 10 years old. Transfer the record to National Archives' custody when the record is 30 years old.</p>	<p>NC1-AU-79-39                      NC1-AU-82-8</p>	<p>If the record keeping copy is electronic, retire to ARIMS*. ARIMS will then transfer the record to the National Archives in a format that meets NARA standards at the time of transfer.</p>
3	<p>FN: 20-1e (formerly 20-1e)                      Title: IG investigations and inquiries involving non-senior officials (Unsubstantiated Allegations), and Assistance cases                      Authority:                      Privacy Act: A0020-1bSAIG                      Description: IG investigations and inquiries involving non-senior official at time of investigation/inquiry completed in which all allegations were unsubstantiated, and Assistance cases.                      Disposition: Code KE6. Event is when case is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. For clarification see AR 20-1.</p> <p style="text-align: center;">3 years after</p>	<p>NC1-AU-79-9</p> <p style="text-align: center;">Army/NARA concurs                      1/8-9/02                      [Signature]</p>	

\* Army Record Information Management System (ARIMS)

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4	<p>FN: 20-1f (formerly 20-1f(a))                      Title: IG Inspections - HQDA                      Authority:                      Privacy Act: NA                      Description: IG inspections conducted and information accumulated by HQDA. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, intelligence oversight, and Federal recognition inspections made of or conducted by HQDA.                      Disposition: Code TE30: Event is completion of inspection. Keep in CFA until event occurs and then until no longer needed for conducting business, then forward to SAIG-IR, then retire to the RHA. The RHA will transfer the records to the FRC 10 years after the event. The FRC will destroy the records 30 years after the event.</p>	<p>NC1-AU-79-39</p>	
5	<p>FN: 20-1h                      Title: IG investigations and inquiries - Substantiated allegations                      Authority:                      Privacy Act: A0020-1aSAIG                      Description: The Office of The Inspector General (TIG) is the primary location for case files containing substantiated allegations and related information. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.                      Disposition: Code TE30: Event is when case is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, then forward to SAIG-IR, then retire to RHA. The RHA will transfer the records to the FRC 10 years after the event. The FRC will destroy the records 30 years after the event.</p>	<p>NC1-AU-79-39                      NC1-AU-82-8</p>	

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6	<p>FN: 20-1i            Title: IG investigations and inquiries against senior officials - Unsubstantiated allegations            Authority:            Privacy Act: A0020-1aSAIG            Description: IG investigations and inquiries in which all allegations against senior official were unsubstantiated. Case files contain investigative reports such as preliminary inquiries and reports of investigation (ROI), and computer indices. ROIs include the authority for the investigation/inquiry, matters investigations, narratives, summaries/excerpts of testimony given by witnesses, and appended exhibits that may include supporting documents, documentary evidence, summaries of interviews or transcript of verbatim testimony, or other investigative information. Administrative documents include those that guide or facilitate investigative/inquiry activities in the cases and provide the opening, transfer, or closing data for the cases. Computer indices contain the names/subjects of the investigation/inquiry, opening and closing dates, function codes reflecting the type of allegations and codes designating their status and determination, brief synopsis of allegations and their disposition, brief summaries of allegations, case notes, locations of the investigations/inquiries, and the assigned case numbers.            Disposition: Code TE15: Event is when case is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, then forward to SAIG-IR, then retire to RHA. The RHA will retire the record to FRC 10 years after the event. The FRC will destroy the record 15 years after the event.</p>	<p>NCI-AU-79-39            NCI-AU-82-8</p>	
7	<p>FN: 20-1j (formerly 20-1b(b) and (c); 20-1b(d)(2))            Title: IG Investigations            Authority:            Privacy Act: A0020-1aSAIG            Description: Information relating to investigations and inquiries conducted by an Inspector General that are not considered special investigations. Included are reports of investigations, inquiries, and related information accumulated in HQDA offices, field commands authorized by an IG who reports directly to HQDA, and all other elements not in a combat environment or designated as combat support elements in a combat environment. For clarification see AR 20-1.            Disposition: Code KE6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <p><i>Code KE6. Event is 3 years after investigation is completed.</i></p>	<p>NCI-AU-79-39            NCI-AU-82-8</p>	<p><i>Army/NARA concurs 1/8/02            Lagerhouse            event occurs, then until</i></p>

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8	<p>20-1k                      Title: IG Screens                      Authority:                      Privacy Act: A0020-1aSAIG                      Description: Policies, procedures, and results of IG post- and pre-board screens. IG records are screened at the direction of the Secretary of the Army for adverse information regarding personnel selected for certain selection boards, including colonel promotion and command, lieutenant colonel command, command sergeant major, recruiter, drill sergeant, IG nominations, and those involving senior officials.                      Disposition: Code KE6: Event is <del>after the screen is</del> completed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	<p>New</p>	<p>6 years after the screen is</p>
9	<p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p>		<p>Army/NARA concurs                      1/8-9/02                      [Signature]</p>