

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Mar 3/22/79*  
 LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of the Army

2. MAJOR SUBDIVISION  
 The Adjutant General Center

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 R. Bonnell

5. TEL. EXT.  
 693-1938

JOB NO

NCI-AU-79-39

DATE RECEIVED

22 MAR 1979

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*6-13-79* *James P. O'Neil*  
 Date Acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 22 Mar 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cyrus H. Fraker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
----------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Request approval of the disposition instructions for IG inspections and investigations files described on the attached 3 pages. The records contained in this request have been reviewed and appraised by NARS, and the disposition instructions are in consonance with those expressed in NARS NCD letter of 15 Jan 79. The permanent records will be offered to the National Archives 20 years after creation.  <i>Note: This job replaces FNS 224-01, 224-02 &amp; 224-04 as currently written. Records already in centers that were retired under FN 224-01 C, 224-02 A or 224-04 A as Permanent are now a mix of permanent and disposable records.</i>		

*7 items*

*sent to All PRCS  
 NMM, INTS Agency  
 ME 6-22-75*

# Item 1

File No.	Description
224-01	IG inspection files (Headquarters, Department of the Army). Documents relating to inspections conducted by inspectors general. Included are inspection reports and related papers pertaining to annual general, procurement, special, nuclear surety, and Federal recognition inspections made of or conducted by a Headquarters, Department of the Army agency.

a. Annual general and special inspection files created and maintained by the Office of the Inspector General (OTIG) and other HQ, DA agencies authorized an inspector general: PERMANENT. Cut off on completion of next inspection.

b. All other inspection files: TEMPORARY. Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

Permanent records accumulate at an annual rate of ca. 10 feet and are case filed.

Item 2

File No.

Description

224-02 IG inspection files (field commands reporting directly to HQDA). Documents accumulated by commands authorized an inspector general and also reporting directly to Headquarters, Department of the Army. Included are inspection reports and related papers pertaining to annual general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command and similar files pertaining to inspections made of the command by higher authority.

a. Files pertaining to annual general and special inspections of major subordinate commands directed by major commands: PERMANENT. Cut off on completion of next comparable inspection, or after 5 years, whichever is sooner.

b. All other inspection files: TEMPORARY. Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

Permanent records accumulate at an annual rate of ca. 15-20 feet and are case filed.

Item 3  
accumulated in OTIG

File No.

Description

Disposition

224 64

IG investigative files. Documents relating to investigations and inquiries conducted by inspectors general. Included are reports of investigation or inquiry and related papers.

(a) Files pertaining to cases that attract widespread public and/or congressional attention; grow out of Office of The Inspector General (OTIG) investigations of alleged violations of laws, executive orders, and directives that define the permissible scope of US intelligence activities; develop into investigations of espionage, sabotage, or subversion; involve systemic problems in Army administration or result in significant change in Army organization or policies; or are deemed to be historically significant by OTIG: Permanent. Cut off on completion of investigation.

(b) Other files accumulated in Headquarters, Department of the Army offices and in field commands authorized an inspector general who also reports directly to Headquarters, Department of the Army: Destroy after 5 years.

(c) Other files accumulated in all other elements: Destroy after 3 years.

Permanent records accumulate at an annual rate of ca. 3-5 feet and are case filed.