

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0330-2013-0021**

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2013-0021**
Schedule Status **Returned Without Action**

Agency or Establishment **Special Inspector General for Afghanistan Reconstruction**
Record Group / Scheduling Group **Records of the Office of the Secretary of Defense**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Inspector General (OIG)**
Schedule Subject **Records created by the Inspector General, Deputy Inspector General, Congressional Relations, Public Affairs and other executive level offices.**

Internal agency concurrences will be provided **No**

Background Information **Consists of files documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Office of Inspector General (OIG). OIG records includes Public Affairs files such as memoranda sent to external or internal recipients conveying substantive policy matters, decisions, and the implementation of policy established by the Inspector General or Deputy, excluding material incorporated in a case file or audit work paper file.**

Also includes Congressional records, such as incoming and outgoing correspondence received from members of Congress, the general public, and other Federal agencies, and sent by the Inspector General or Deputy Inspector General. Files include testimonies before Congress, including prepared statements, reports, and briefing books that are the official record of the IG's testimony to Congress. Files also include records relating to Congressional committee meetings, including presentation materials, briefing books, minutes, and other material.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	9

GAO Approval

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Outline of Records Schedule Items for DAA-0330-2013-0021

Sequence Number	
1	Schedule of Daily Activities Disposition Authority Number: DAA-0330-2013-0021-0001
2	Executive Correspondence Files Disposition Authority Number: DAA-0330-2013-0021-0002
3	Executive Program Files Disposition Authority Number: DAA-0330-2013-0021-0003
4	Public Affairs Files
4.1	Speeches (final) Disposition Authority Number: DAA-0330-2013-0021-0004
4.2	Press Releases (final) Disposition Authority Number: DAA-0330-2013-0021-0005
4.3	Publications (final) Disposition Authority Number: DAA-0330-2013-0021-0006
5	Congressional Files
5.1	Testimony Disposition Authority Number: DAA-0330-2013-0021-0007
5.2	Congressional Committee Meetings Files Disposition Authority Number: DAA-0330-2013-0021-0008
5.3	Congressional Member Meetings Files Disposition Authority Number: DAA-0330-2013-0021-0009

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Records Schedule Items

Sequence Number	
1	<p>Schedule of Daily Activities</p> <p>Disposition Authority Number DAA-0330-2013-0021-0001</p> <p>Records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Inspector General and the Deputy</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Transfer to Inactive Storage Transfer to the NARA 3-7 years after cutoff, or at the end of the agency.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives? Every 12 Months</p>
2	<p>Executive Correspondence Files</p> <p>Disposition Authority Number DAA-0330-2013-0021-0002</p> <p>Incoming and outgoing correspondence of the Inspector General, Deputy, and executive level staff.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year.

Transfer to Inactive Storage

Transfer to National Archives 3-7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning

Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2013 To 2014

How frequently will your agency transfer these records to the National Archives?

Every 12 Months

3

Executive Program Files

Disposition Authority Number

DAA-0330-2013-0021-0003

Includes reports, studies, memoranda, and other documents prescribing SIGAR policies, programs and objectives, formulation and implementation of plans, responses, and decisions on matters of major policy impact, or in providing operational, managerial guidance to all organizational segments of SIGAR.

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year

Transfer to Inactive Storage

Transfer to National Archives 7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning

Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

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	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2013 To 2014
	How frequently will your agency transfer these records to the National Archives?	Every 12 Months
4	Public Affairs Files	
4.1	Speeches (final)	
	Disposition Authority Number	DAA-0330-2013-0021-0004
	Given by the IG or Deputy to	non-congressional audiences.
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Transfer to Inactive Storage	Transfer to National Archives 7 years after cutoff, or at the end of the agency.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2013 To 2014
	How frequently will your agency transfer these records to the National Archives?	Every 12 Months
4.2	Press Releases (final)	
	Disposition Authority Number	DAA-0330-2013-0021-0005

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Issued by SIGAR and not included in either the Department of Defense or the Department of State Public Affairs press releases.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Transfer to Inactive Storage Transfer to National Archives 7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2014

How frequently will your agency transfer these records to the National Archives? Every 12 Months

4.3

Publications (final)

Disposition Authority Number DAA-0330-2013-0021-0006

Record copy of SIGAR publications developed and/or distributed to external and/or internal audiences by SIGAR. Includes reports, pamphlets, newsletters, and other materials such as biographies created or received by SIGAR.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

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5.1

Transfer to Inactive Storage Transfer to National Archives 7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2014

How frequently will your agency transfer these records to the National Archives? Every 12 Months

Congressional Files

Testimony

Disposition Authority Number DAA-0330-2013-0021-0007

Including prepared statements, reports, and briefing books, presented to Congress by the IG and Senior Officials of SIGAR.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the Congressional year.

Transfer to Inactive Storage Transfer to National Archives 7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2014

How frequently will your agency transfer these records to the National Archives? Every 12 Months

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5.2

Congressional Committee Meetings Files

Disposition Authority Number DAA-0330-2013-0021-0008

Records of meetings with Congressional Committees, other than Congressional testimonies, including presentation materials, briefing books, minutes, and other materials.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the Congressional year

Transfer to Inactive Storage Transfer to National Archives 7 years after cutoff, or at the end of the agency.

Transfer to the National Archives for Accessioning Transfer to the National Archives between 3 year(s) and 7 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2014

How frequently will your agency transfer these records to the National Archives? Every 12 Months

5.3

Congressional Member Meetings Files

Disposition Authority Number DAA-0330-2013-0021-0009

Records of meetings with Congressional members, other than Congressional testimonies, including presentation materials, briefing books, minutes, and other materials.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Destroy when no longer needed for business purposes, or at the end of agency.
Transfer to Inactive Storage	None
Retention Period	Destroy immediately after cutoff
Additional Information	
GAO Approval	Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/18/2013	Certify	Shamelle Tarver	Public Information Manager	Management and Support - Information management
09/02/2016	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services