

# WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0330-2014-0003

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2014-0003  
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 the General Counsel  
Schedule Subject Office of the General Counsel Records  
Internal agency concurrences will be provided No

Background Information The Office of the General Counsel provides legal and policy advice to the Inspector General and OIG employees conducts and provides support in litigation involving OIG. The OGC files consist of records that support the Office of the Inspector General's programs and operations, including legal opinions/memoranda and litigation files. [Excludes responses to Freedom of Information Act (FOIA) and Privacy Act (PA) requests, which are covered under General Records Schedule 14, and litigation records pertaining to Equal Employment Opportunity complaints and other personnel/administrative grievances which are covered under General Records Schedule 1.]

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0330-2014-0003

## Outline of Records Schedule Items for DAA-0330-2014-0003

Sequence Number	
1	Formal Legal Opinions/Memoranda (Permanent) Disposition Authority Number: DAA-0330-2014-0003-0001
2	Formal Legal Opinions/Memoranda (Temporary) Disposition Authority Number: DAA-0330-2014-0003-0002
3	Litigation Case Files Disposition Authority Number: DAA-0330-2014-0003-0003
4	Program Subject Files Disposition Authority Number: DAA-0330-2014-0003-0004

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0330-2014-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 412 1032 449"><b>Formal Legal Opinions/Memoranda (Permanent)</b></p> <p data-bbox="370 463 1146 500">Disposition Authority Number      <b>DAA-0330-2014-0003-0001</b></p> <p data-bbox="370 514 1498 774"><b>Files of Historical Significance</b> are maintained by the Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) in connection with the development of significant legal opinions and memoranda. Files of historical significance include, but are not limited to, issues of first impression and precedent, the interpretation of enabling legislation, and issues that have the potential for long term and wide-range legal impact. Such files will contain, at a minimum, a copy of the final written opinion and background documentation.</p> <p data-bbox="370 789 927 825">Final Disposition                      <b>Permanent</b></p> <p data-bbox="370 840 919 876">Item Status                              <b>Withdrawn</b></p> <p data-bbox="370 891 829 927">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="370 942 813 1072">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="370 1104 675 1140"><b>Disposition Instruction</b></p> <p data-bbox="370 1155 1240 1191">Cutoff Instruction                      <b>Cutoff at the end of the fiscal year.</b></p> <p data-bbox="370 1206 1479 1285">Transfer to Inactive Storage          <b>Maintain in designated inactive filing system until no longer needed for reference.</b></p> <p data-bbox="370 1300 1471 1412">Transfer Electronic Records to the National Archives for Pre-Accessioning      <b>Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff if no longer needed for reference.</b></p> <p data-bbox="370 1427 1492 1506">Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 7 years after cutoff, or upon termination of SIGAR, whichever is first.</b></p> <p data-bbox="370 1538 675 1574"><b>Additional Information</b></p> <p data-bbox="370 1589 846 1625">First year of records accumulation      <b>2009</b></p> <p data-bbox="370 1640 1045 1740">What will be the date span of the initial transfer of records to the National Archives?      <b>From 2013 To 2014</b></p> <p data-bbox="370 1755 1289 1847">How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>The frequency of transfer is unknown.</b></p>

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2	<p><b>Formal Legal Opinions/Memoranda (Temporary)</b></p> <p>Disposition Authority Number      DAA-0330-2014-0003-0002</p> <p><b>All Other files are maintained by SIGAR in connection with the development of legal opinions and memoranda. Such files will contain, at a minimum, a copy of the final written opinion and background documentation.</b></p> <p>Final Disposition                      Temporary</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year</p> <p>Transfer to Inactive Storage          Maintain in designated inactive filing system until no longer needed for reference.</p> <p>Retention Period                        Destroy 7 years after cutoff, or upon termination of SIGAR, whichever is first.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
3	<p><b>Litigation Case Files</b></p> <p>Disposition Authority Number      DAA-0330-2014-0003-0003</p> <p><b>Significant Litigation Files consist of a record of pleadings, correspondence, memoranda, studies, appraisals, decisions, and related documents for administrative and judicial proceedings. These records include administrative claims that may result in litigation. Files designated as "significant" include, but are not limited to, cases that involved novel legal issues or facts, cases that impact the entire operation of SIGAR or an entire functional area of SIGAR, class action lawsuits, cases with a high dollar value, cases that are extremely complex, and cases that involve recurring litigants requiring a longer period of access to those files.</b></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>

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Records Schedule: DAA-0330-2014-0003

## Disposition Instruction

Cutoff Instruction	Cutoff at the end of the fiscal year.
Transfer to Inactive Storage	Maintain in designated inactive filing system until no longer needed for reference.
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff if no longer needed for reference.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 years after cutoff, or upon termination of SIGAR, whichever is first.

## Additional Information

First year of records accumulation	2009
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?	Unknown The frequency of transfer is unknown.

## Program Subject Files

Disposition Authority Number	DAA-0330-2014-0003-0004
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Internal administration and management of OGC, including correspondence, memoranda, reports, and copies of materials related to office program function.

Final Disposition	Temporary
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Item Status	Withdrawn
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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
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## Disposition Instruction

Cutoff Instruction	Cutoff at the end of the fiscal year.
Transfer to Inactive Storage	Maintain in designated inactive filing system until no longer needed for reference.
Retention Period	Destroy 7 years after cutoff or upon termination of SIGAR, whichever is first.

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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
10/30/2013	Certify	Shamelle Tarver	Public Information Manager	Management and Support - Privacy Records and Disclosure
09/02/2016	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services