

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0330-2014-0004

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2014-0004  
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 Investigations  
Schedule Subject Investigations Records  
Internal agency concurrences will be provided No

Background Information Consists of case files developed by the Office of the Assistant Inspector General for Investigations, containing information of allegations of waste, fraud, and abuse relating to programs and operations supported with U.S. funds appropriated or otherwise made available for the reconstruction of Afghanistan.

Files include investigative reports and related documents generated during the course of or subsequent to the investigation. Each file incorporates information in electronic and hard copy case tracking systems, databases containing investigatory information, and investigator work papers and memoranda and letter referrals to management and others. Also consists of files relating to hotline complaints which include forms, memos and correspondence with responsible officials, synopses of case, and copies of closing reports.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	3

GAO Approval

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## Outline of Records Schedule Items for DAA-0330-2014-0004

Sequence Number	
1	Investigative Case Files Disposition Authority Number: DAA-0330-2014-0004-0001
2	Program Subject Files Disposition Authority Number: DAA-0330-2014-0004-0002
3	Hotline Files Disposition Authority Number: DAA-0330-2014-0004-0003

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## Records Schedule Items

Sequence Number	
1	<p><b>Investigative Case Files</b></p> <p>Disposition Authority Number      DAA-0330-2014-0004-0001</p> <p><b>Case files of investigations of alleged violations of laws, regulations, and directives. These may include, but are not limited to, official reports of investigations (ROIs), polygraph reports, case initiations, case closings, agents' notes, sworn statements and affidavits and subpoenas, significant incident reports, supplemental reports on closed cases, evidence to include pictures, fingerprints, and any other case related documents or information used during the investigation of a particular case. Files may include audio/visual evidence. ***</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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff when case is closed.</p> <p>Transfer to Inactive Storage          Maintain in designated inactive filing system until no longer needed for reference.</p> <p>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.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 7 years after cutoff, or upon termination of SIGAR, whichever is first.</p> <p><b>Additional Information</b></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?      Unknown The frequency of transfer is unknown.</p>
2	<p><b>Program Subject Files</b></p>

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Disposition Authority Number DAA-0330-2014-0004-0002

Internal administration and management of Investigations, includes correspondence, memoranda, reports, and copies of materials related to office program function.

Final Disposition Temporary

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 fiscal year.

Transfer to Inactive Storage Maintain in designated inactive filing system until no longer needed for reference.

Retention Period Destroy 7 year(s) after cutoff

## Additional Information

GAO Approval Not Required

## Hotline Files

Disposition Authority Number DAA-0330-2014-0004-0003

Correspondence, preliminary investigations and memorandum of telephone conversations pertaining to complaints received by the SIGAR Hotline.

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 when case is closed.

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 or when no longer needed for reference.

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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

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.

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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