

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-330-92-4	DATE RECEIVED 12-6-92
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Assistant IG for Admin & Info Mgmt Admin & Resource Acquisition Dir.			
4 NAME OF PERSON WITH WHOM TO CONFER Marianne Offield	5 TELEPHONE (703) 693-0230	DATE 12/18/91	ARCHIVIST OF THE UNITED STATES

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 1 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 8 Nov 91	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Assistant Inspector General for Administration & Information Mgmt.
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>This request for records disposition authority covers those records of the Office of the Inspector General not covered by the NARA General Records Schedules Nos. 1-23, N1-330-88-4, and N1-330-90-4. This is the third request from this organization.</p> <p>See attached.</p>		

Copies sent to agency, NCF, NN-W, NNT 1/15/92

File Number	Title Description	Disposition Authority
108-10	Chronological Reading Files Nonrecord (reference) copies of outgoing correspondence arranged in chronological order	COFF monthly, quarterly, or semiannually
	a Office of the Inspector General and Assistant Inspectors General Files	a Permanent TRF to National Archives after 30 years <i>NI-330-88-4</i>
	b All other offices	b DEST after 1 year

JUSTIFICATION

Implementation of the schedule (N1-330-88-4)
revealed that some policy information is captured
only at the Assistant Inspector General level and
not at the IG level