

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-10-3</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>4/30/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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 Office of the Inspector General			
4 NAME OF PERSON WITH WHOM TO CONFER Lowell Flanders	4 TELEPHONE NUMBER 202-513-0823	DATE <i>8/20/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>3</u> page(s) are not needed now 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>02/04/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray J. McMenemy, acting</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2800	Human Resources Directorate		
2802	Investigative Records	N/A	
2803	Ethics Program Files	25-1b	
2804	Financial Disclosures	25-2a(2)	
2805	Final Coding Sheets	N/A	
2806	Title VI Action Files	N/A	
2807	Title VI Compliance Reviews (State Files)	N/A	
2808	Title VI Reports	N/A	

2800 – Office of the Inspector General

2801 – Reserved for Policy Development and Support Files, Inspector General's Files. (N1-048-06-03)

2802 – Investigative Records These files consist of investigative reports and material pertaining to allegations of violation of regulations, Departmental policy, and law such as misconduct by employees, irregularities involving integrity of policies and practices of the Department of the Interior and real and personal property under its jurisdiction

2802.1 Investigative records selected for their continuing historical value
Cases are selected if the investigation attracts substantial attention from the media, receives a congressional inquiry, or results in substantive changes in agency policies and procedures

Permanent Cut off at end of fiscal year in which investigation is concluded Transfer to NARA 25 years after cut-off

2802.2 All other investigative records

Temporary Cut off at end of fiscal year in which investigation is concluded Destroy 10 years after cut-off

2803 – Ethics Program Files Records maintained by offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations, conflict of interest and other ethics related statutes and Executive Orders, and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives Includes records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records, determinations, including advice and counseling to individual employees, and supporting records, and records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities

Temporary Cutoff at end of year in which documents are created Destroy 6 years after cut-off or when superseded or obsolete, whichever is later (GRS 25-1b)

2804 – Financial Disclosures Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub L 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses, comment sheets by report reviewers and filer responses, filing

extension requests and determinations, and copies of applications for public release of financial disclosure report

Temporary Cutoff at end of fiscal year in which documents are submitted
Destroy 6 years after cut-off, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (GRS 25-2a(2))

2805 – Final Coding Sheets A compliance review report summary provides input data from the Office of Federal Contract Compliance, which will develop printouts for agencies, indicating status and progress of EEO program administration

Temporary Cutoff at end of year in which records are created Destroy 4 years after cut-off

2806 – Title VI Action Files Records accumulated in reviewing Department of Justice reports of pending action against private organization, educational institutions and state and local governments that have received grants or loans but which have not complied with Title VI of the Civil Rights Act Included are pending actions reports, coordination, and related papers

Temporary Cutoff at end of year in which documents are acquired Destroy 4 years after cut-off

2807 – Title VI Compliance Reviews (State Files) Records accumulated in making compliance reviews to determine the extent to which grant and loan recipients comply with the Title VI of the Civil Rights Act Included are reports submitted by Interior compliance officers, follow-up reports, recommendations and final action plans

Temporary Cutoff at end of year in which review is completed Destroy 17 years after cut-off

2808 – Title VI Reports Reports prepared by the Department that document its compliance with Title VI of the Civil Rights Act of 1964 These reports are forwarded to the Department of Justice, Office of Management and Budget, and other agencies

Temporary Cutoff at end of year in which report is completed Destroy 5 years after cut-off