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| 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 101-48-99-1 | DATE RECEIVED 6-15-99 |
| 1. FROM (Agency or establishment) U.S. Department of the Interior | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Division of Acquisition and Management Operations | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Richard A. Farr | 5. TELEPHONE (202) 208-4599 | DATE | ARCHIVIST OF THE UNITED STATES WITHDRAWN |

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.

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| DATE 5-11-99 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard A. Farr</i> | TITLE Acting Chief, Division of Acquisition and Management Operations |
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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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
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| 1 | Please accept the Office of Inspector General Records listed on the attached page. | GRS 22-1a & 1b | |
| 2 | | GRS 22-2 | |

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| <u>ITEM NO.</u> | <u>INVESTIGATIVE CASE FILES</u> | <u>AUTHORIZED DISPOSITION</u> |
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| 1 | <p>Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations, EXCLUDING those that result in national media attention, congressional Investigation, or substantive changes in agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.</p> | |
| | <p>a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.</p> | <p>Destroy when 5 years old</p> |
| | <p>b. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.</p> | <p>Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cut off.</p> |
| 2 | <p><u>AUDIT CASE FILES</u></p> <p>Case files of internal audits of agency programs operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.</p> | <p>Cut off at end of fiscal year in which case is closed. Destroy 8 years after cut off.</p> |