

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rev. NCD 100-77814

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of the Inspector General

4. NAME OF PERSON WITH WHOM TO CONFER

Jack L. Best

5. TEL. EXT.

566-2010

LEAVE BLANK	
JOB NO	
NC 1 56 79 1	
DATE RECEIVED	
DOT 11 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-24-78 <i>Date</i>	<i>James E. O'Neil</i> <i>ACTING Archivist of the United States</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10-6-78	<i>Sarah J. Allen</i>	Sarah J. Allen Chief, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">RECORDS CONTROL SCHEDULE</p> <p style="text-align: center;">Office of the Inspector General</p> <p>The Office of the Inspector General receives and analyzes allegations of illegal acts, violations of the Rules of Conduct of the Treasury Department or Bureaus, violations of the merit system, or any other misconduct concerning any official or employee of the Department; receives by referral from heads of Treasury offices or Bureaus serious allegations of official or employee misconduct which the Treasury office or Bureau does not want to investigate using its own staff; initiates, organizes, directs, and controls investigations of any allegations received concerning senior officials; conducts, in exceptional situations, such investigations as may be specifically directed by the Secretary or Deputy Secretary concerning any allegations or misconduct by an official or employee of any Treasury office or Bureau; reviews existing policies, procedures and operations for ascertaining, reporting and investigating misconduct of officials and employees of any Treasury office or Bureau and makes recommendations to the Secretary or Deputy Secretary for change; is in charge of oversight for foreign intelligence activities in Treasury.</p>		

*Sent to NAW NNF + Agency
 11-28-78 MJS + NNB 3 Items*

1. Case files of investigations containing background information, allegations, reports, correspondence, and resultant actions filed by case number from implementation of Treasury Department Order 256 establishing the office in July 1978.

a. Case files of a routine nature, having no special historical value.

DISPOSITION: Close case after final action taken. Store on-site for 3 years. Transfer to WNRC when 3 years old and destroy by burning, maceration or pulping when 20 years old. Automatic Destruction.

b. Case files, selected by the Inspector General, receiving national attention, resulting in changes in Department wide policies, or having other significant impact.

DISPOSITION: Permanent. Close case after final action taken. Store on-site for 3 years. Transfer to WNRC when 3 years old. Offer to NARS when 30 years old. (These files may not be made available to the public until they are 75 years old. NARS General Restriction).

2. Indexes to case files consist of an allegations name index, a general name index, and a subject index.

DISPOSITION: Break file every 2 years. Store on-site for 5 years. Transfer to WNRC when 5 years old and destroy by maceration, burning or pulping when 20 years old. Automatic Destruction.

3. Office Chronological files consisting of copies of all outgoing correspondence.

DISPOSITION: Break file annually. Store on-site for 2 years. Destroy on-site.