

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

**NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)**  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
Department of Veterans Affairs (VA)

2 MAJOR SUBDIVISION  
Office of Inspector General

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Debora Kay O'Neal

5 TELEPHONE  
202-461-4611

LEAVE BLANK (NARA use only)

JOB NUMBER  
*N1-15-11-3*

DATE RECEIVED  
*5/5/11*

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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*WITHDRAWN*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 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE

*3/17/2011* *Marta L. Hill* Alternate VA Records Officer

7 ITEM	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED PAGES	N1-015-1-6, items 1, 1a, 1b, and 2a and 2b  N1-15-99-3, items 1, 2, and 3	

## Office of Inspector General Records Disposition Schedule

- 1 **Criminal Investigations Case Files** These files contain reports of criminal and other investigations of the OIG, Office of Investigations (OI). These reports may include (1) a narrative summary or synopsis, (2) allegations of specific wrongdoing or crimes committed, (3) progress reports, (4) exhibits or attachments to the reports, (5) internal documentation and memoranda, and (6) affidavits or sworn statements. The case files are used for the purpose of identifying individual criminal offenders and alleged offenders, identifying witnesses and documents relevant to the investigation of the allegations, and compiling evidence to prove or disprove criminal conduct. The records are used in Federal and state grand jury proceedings, pre-trial negotiations, plea agreements, pre-trial diversions, court hearings and trials, as well as in administrative proceedings.

Temporary. Records will be maintained by OI Field Offices or at OIG headquarters for investigations conducted by headquarters personnel for 3 years after the case is closed. After the end of the fiscal year in which the 3 year period has expired, records will be sent to the Federal Records Center, where they will be maintained for 7 years and then destroyed.

[NOTE: Significant cases, i.e., those that result in national media attention, Congressional investigation, and/or substantive changes in Department policy or procedures are not covered by this item. The disposition of significant investigative files will be determined by NARA. Such files must be scheduled by submitting an SF115.]

- 2 **Administrative Records**

### Semiannual Report to Congress and Strategic Plan

- i Official copy  
Permanent. Offer to NARA when 30 years old
- ii All other report copies and working papers, including electronic records  
Temporary. Destroy when no longer needed

- 3 **Project Records**

### A Final reports including audits, healthcare inspections, administrative investigations, and contract reviews

- i Official copy  
Permanent. Offer to NARA when 30 year old
- ii All other report copies and working papers, including electronic records  
Temporary. Destroy 3 years from closure<sup>1</sup> of final report or upon issuance of final external peer review<sup>2</sup> report for the period covering the project, whichever is later

<sup>1</sup> Closure of a report means that all recommendations in the report have been implemented or that the OIG determines the recommendation(s) will be closed because the recommendation(s) will never be implemented.

<sup>2</sup> External peer review is the review and reporting process by which another OIG reviews and reports on the VA OIG compliance with applicable professional standards for an activity. Although all components of the VA OIG that do oversight work might not currently have an external peer review requirement, the retention schedule has included it in the event it is added at a future date.

- B Joint reviews and policies and procedures governing preparation of these reports
  - i Official copy
    - Permanent Offer to NARA when 30 year old
  - ii All other report copies and working papers, including electronic records
    - Temporary Destroy 3 years after the closure of the final report or upon issuance of the final external peer review report covering the project, whichever is later, unless one of the components that prepared part of the joint review report (e.g. Investigations) has a longer retention period, in which case the longer period of retention will apply
- 4 Significant materials that attract national media and/or Congressional attention or that result in substantive changes in Department policy or procedure
  - A. Official copy
    - Permanent. Offer to NARA for ultimate disposition determination
  - B All other copies and working papers, including electronic records
    - Temporary Destroy when no longer needed
- 5 Hotline Records
  - A All records not previously addressed in items 1-4, including electronic records
    - Temporary Destroy after 3 years or when no longer needed, whichever is later.