

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-07- 1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-31-2006	
1 FROM (Agency or establishment) National Archives & Records Administration (NARA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Inspector General (OIG)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Ross Weiland (OIG)	5 TELEPHONE NUMBER (301) 837-2941	DATE 4/14/02	ARCHIVIST OF THE UNITED STATES Allen W. ...
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 are not needed now for the business for 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 OCT 30 2006	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached for descriptions of and dispositions for OIG Investigative Case Files (item 1208 in the NARA Records Schedule).		

SA 4/6/07 copies sent to Agency, NWRMS, NWRMW, NR

**Attachment to Standard Form 115
(OIG) Investigative Case Files
(October 30, 2006)**

File No. 1208 – Investigative Case Files: Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency programs and operations administered or financed by the agency, and to agency personnel, contractors, and other persons having a relationship with the agency. Complaint and investigative files may consist of memorandums of interview or activity, reports of investigation, and related documents, such as correspondence, notes, attachments, and working papers.

Item 1. File no. 1208-1 – Complaint Files. Records contain information or allegations which are of an investigative nature, and may or may not relate or lead to an investigation. Files include: anonymous or vague allegations not warranting an investigation, matters referred to other NARA units or Federal agencies for handling, and support information for the initiation of an investigation.

Proposed Disposition: TEMPORARY. Destroy complaint file 10 years after “closed final” date. [Supersedes previous disposition instructions: “Cut off annually. Destroy when 15 years old. (N1-64-00-4, item 2a)”]

Item 2. File no. 1208-2 – Investigative Case Files.

a. File no. 1208-2a – Case files EXCEPT those that are covered under file no. 1208-2b.*

Proposed Disposition: TEMPORARY. Destroy investigative file 20 years after “closed final” date. [Supersedes previous disposition instructions: “Place in inactive file when case is closed. Cut off inactive file at the end of the fiscal year. Destroy 15 years after cutoff. (N1-64-00-4, item 2b)”]

b. File no. 1208-2b – Case files relating to unrecovered and alienated holdings.*

Proposed Disposition: TEMPORARY. Destroy investigative file 20 years after “closed final” date *only if* potential of recovery no longer exists.

* Significant case files (i.e., those that result in national media attention, congressional investigation, and/or substantive changes in agency policy or procedure) are *not* covered by this schedule. Contact the NARA Records Officer to submit an SF 115 to NWML. (NARA will determine the disposition on a case-by-case basis.)

Item 3. File no. 1208-3 – Case Management and Tracking System (CMTS).

a. File no. 1208-3a – CMTS data.

Proposed Disposition: TEMPORARY. Delete data when no longer needed.

b. File no. 1208-3b – CMTS-generated reports.

Proposed Disposition: TEMPORARY. Destroy/delete when no longer needed.