**Request for Record Disposition Authority**

(See Instructions on reverse)

**To**
National Archives and Records Administration (NIR)
Washington, DC 20408

**From** (Agency or establishment)
U.S. Agency for International Development

**Major Subdivision**
Office of Inspector General (OIG)

**Minor Subdivision**
Office of Investigations (AIG/I)

**Name of Person with whom to confer**

**Telephone (include area code)**

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**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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description of Item and Proposed Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Criminal Law Enforcement Records System (CLERS) (see attached)</td>
</tr>
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</table>

**Date**
8/31/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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**Job Number**
NI-286-09-7

**Date of Disposition Request**
8/31/09

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**Signature of Agency Representative**
Cynthia Staple

**Title**
Chief Division

**Date (mm/dd/yyyy)**
8-26-09

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**Standard Form 115 (Rev 3/91)**

115-109 NSN 7540-00-634-4064

Previous Edition Not Usable

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Prescribed by NARA 36 CFR 1228
Major responsibilities of the OIG are to detect and prevent fraud, waste, abuse, and violations of law and to promote economy, efficiency and effectiveness in the operations of the U.S. Agency for International Development, the Millennium Challenge Corporation, the United States African Development Foundation, and the Inter-American Foundation. Upon request, the OIG also provides oversight services to the Overseas Private Investment Corporation.

1. **Criminal Law Enforcement Records System (CLERS) Master File**
   The CLERS is a Web-based case file management system used to store and process all case-related information and statistics in connection with OIG administrative, civil, and criminal investigations. It enables OIG investigators stationed domestically and overseas to work from a central, real-time, and secure resource and provides for a better level of tracking, data management, and statistical reporting of cases.

   **Disposition**  
   - **Temporary.** Cut off in calendar year in which case is closed
   - **Delete 20 years after cut off**

2. **Investigative Case Files**
   The investigative case files contain information on all administrative, civil, and criminal matters of USAID involvement. The files contain investigative reports and materials gathered or created with regard to investigations, which includes but is not limited to complaints, requests to investigate, statements from subjects, targets, and/or witnesses, affidavits, transcripts, police reports, medical records, evidence logs, correspondence, subpoenas and evidence obtained in response to subpoenas, and reports of laboratory examinations.

   a) **Significant Investigative Case Files**
   Investigative files with significant historical value, including cases that may attract public interest and/or substantial national or regional media attention, result in a congressional investigation, involve senior level staff, result in substantive changes in USAID policies and procedures, or result in a criminal conviction, civil remedy, or significant administrative action. An example of a significant case would be the investigation of the Academy for Educational Development (AED) for misconduct and fraud of contracts in Afghanistan and Pakistan.

   **Disposition**  
   - **Permanent.** Cut off in calendar year in which case is closed
   - **Transfer to NARA 20 years after cutoff**

   b) **Non-Significant Investigative Case Files**
   All other case files that do not meet the criteria for significant investigative case files.

   **Disposition**  
   - **Temporary.** Cut off in calendar year in which case is closed
   - **Destroy 20 years after cut off**