

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-286-99-3	DATE RECEIVED 11-29-99
1 FROM (Agency or establishment) U S Agency for International Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Inspector General			
3 MINOR SUBDIVISION Office of Legal Counsel and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Mary Ann Ball	5 TELEPHONE (202) 712-1765	DATE 1-6-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached \_\_\_\_\_ page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 11/19/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>CU Smith</i>	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	In coordination with IG, attached is re-schedule of Inspector General Records as required in NARA Bulletin 99-02.		

*Copies to: NWMD, NWMW + agency 1/10/2000 cbc*

## Investigations, and Audit Files

### 19110 Investigations Case Files

a This series documents the official investigation cases of the Office of Investigations. The files contain reports of investigations when including violations of Title 18 and/or other criminal or civil matters affecting the United States, possible violations of USAID regulations, and other related documents.

#### Authorized Disposition:

Cut off file after case is closed or after final adjudication by courts. Hold in office space for 2 years, and then retire to WNRC. Destroy after 15 years.

b The case files meeting one or more of the following criteria: the subject of the file is Administrator, Assistant Administrator, Deputy Assistant Administrator, and Directors including Deputy and Associate Directors of Offices reporting to either Administrator, Director or Deputy or equivalent of any of these positions, attracts national or regional media attention, results in a Congressional investigation, or results in substantive changes in agency policies and procedures.

#### Authorized Disposition:

Permanent: Cut off file after the case is closed or after final adjudication by the courts. Hold in space for 5 years, and then retire to WNRC, transfer to National Archives after 10 years.

### 19120 Audit Case Files

The series consists of individual audit case files, which are filed by unique audit sequence numbers. The case files consist of the audit report, correspondence, memoranda, audit recommendations, and responses thereto.

#### Authorized Disposition

Close file after compliance with recommendations or after final adjudication by the courts. Retire to WNRC 1 year after closing. Destroy when 5 years old.

### 19130 Follow-up Audit Recommendation Files

This series is a follow up system on outstanding replies to audit reports and is used to assure appropriate implementation of recommendations. The series contain both open and closed recommendation files.

#### Authorized Disposition:

Close file upon compliance. Destroy when 5 years old.

### 19150 Program Subject Files

Subjects pertaining to AID program and/or function for which the office exists.

#### AUTHORIZED DISPOSITION.

Cutoff at end of fiscal year- Destroy when 5 years old (NC1-286-85-7)

### 19160 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered under this IG schedule.

a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drive and copies on shared network drives that are used only to produce the recordkeeping copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision or updating that are maintained in addition to the record keeping copy.

Destroy/delete when dissemination, revision or updating is completed