

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-362-96-2
1 FROM (Agency or establishment) Corporation for National Service		DATE RECEIVED	12-19-95
2 MAJOR SUBDIVISION Procurement and Management Services		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Administrative Services Division		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request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Evelyn D. Grimes	5 TELEPHONE 606-5000 ext.407	DATE	ARCHIVIST OF THE UNITED STATES
		9-16-96	John W. Cal

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
12/13/95	Evelyn D. Grimes	Management Analyst

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

INSPECTOR GENERAL RECORDS

1. Investigative Case Files

Case files developed during investigations of known or alleged fraud, abuse, and irregularities and violations of laws and regulations. Cases relate to agency personnel, programs, and operations administered or financed by the agency, including files on volunteers, grantees, or contractors and their employees who are the subject of an investigation. This also includes investigative files relating to employees and complaints.

a. Files containing information or allegations which are of an investigative nature but do not relate to any specific investigation such as anonymous or vague allegations, etc. This includes files of complaints that are resolved without a full, formal OIG investigation.

Disposition: Destroy when 5 years old - (GRS22/1a)

b. Case files meeting one or more of the following criteria: (1) cases which involve national media attention; (2) cases relating to congressional directed investigations of programs or senior officials (CEO, Executive Directors or all other Office Directors and (3) cases resulting in major agency policy changes. The Inspector General shall determine permanent cases according to this criteria.

Disposition: Permanent. Place in inactive file which case is closed. Cut-off inactive case file at end of fiscal year and retire to FRC when 3 years old. Transfer to NARA 20 years after cut-off.

c. All other investigative case files.

Disposition. Place in inactive files when case is closed. Cut-off inactive file at end of fiscal year. Destroy 10 years after cut-off. - (GRS22/1b)

2. Audit Case Files - GRS22/2

Case files of OIG audits of agency programs, operations and procedures, and external audits of contractors and grantees. Consist of audit reports, correspondence, memoranda, and supporting work papers.

Disposition: Cut-off at end of fiscal year in which case is closed. Destroy 8 years after cut-off.

INSPECTOR GENERAL RECORDS

3. Semiannual Reports to Congress

Contains Inspector General's message to Congress, overview of Corporation for National Service actions, audits and investigations, audit follow-up and specific problem areas including matters referred for prosecution.

Disposition: Permanent. Cut-off every fiscal year. Retire to FRC when 3 years old, or volume warrants. Transfer to NARA in five year blocks when the most current records are 10 years old.

Superseded Citation: N1-362-94-3, item 1 *df* Agreed to by Norman Franklin 9/9/96

4. Pamphlets and Brochures

Contains information that shall alert CNS staff, grantees, and contractors about required Federal procedures and responsibilities.

Disposition: Permanent. Cut-off every fiscal year, hold for two years and send to the FRC. Transfer record set to NARA to five year blocks when the most current records are 10 years old.

Superseded Citation: N1-362-94-3, item 2 *df* Agreed to by Norman Franklin 9/9/96

5. IG General Correspondence

Correspondence pertaining to audits, intent to audit and memoranda of resolution decisions (MOR).

Disposition: Temporary. Cut-off at the end of fiscal year. Destroy 8 years after cut-off.

Superseded citation: N1-362-94-3, item 3 *df* Agreed to by Norman Franklin 9/9/96

6. President's Council on Integrity and Efficiency (PCIE) Correspondence

Correspondence relating to PCIE monthly meetings, training, special programs, subcommittee meetings and annual reports to the President.

Disposition: Temporary. Cut-off at the end of fiscal year. Destroy 3 years after cut-off.