

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	362 N1-326-99-1
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To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <u>5-4-99</u> <del>4-27-99</del>
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1 FROM (Agency or establishment) <b>CORPORATION FOR NATIONAL SERVICE</b>	<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
2 MAJOR SUBDIVISION <span style="float: right;"><i>DR 4/27/99</i></span> <b>OFFICE OF THE INSPECTOR GENERAL</b>	
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER <b>DENISE MOSS</b>	5 TELEPHONE 202-606-500 x 384	DATE <b>8-13-99</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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6 AGENCY CERTIFICATION *See attached*

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 2 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 4/29/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Norman E. Franklin</i> Norman E. Franklin	TITLE Director, Administrative & Mgmt. Ser.
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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED) <i>Denise Y. Moss 4-29-99</i> Denise Y. Moss, Records Officer Administrative and Management Services		

## 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: Temporary. Destroy when 5 years old.

~~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. (authority N1-362-96-2)~~

c. All other investigative case files.

Disposition: Temporary. Place in inactive files when case is closed. Cut-off inactive file at end of fiscal year. Destroy 10 years after cut-off.

### 2. Audit Case Files

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.

### 3. 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 by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word

processing systems that are maintained for updating, revision, or dissemination.

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

Disposition: 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 recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.