

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*11/22/82*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NCI-362-82-1   |
| DATE RECEIVED   | May 11, 1982   |
| NOTIFICATION TO AGENCY  |  |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| <i>5-25-82</i><br>Date  | <i>[Signature]</i><br>Archivist of the United States |

1. FROM (AGENCY OR ESTABLISHMENT)  
**ACTION**

2. MAJOR SUBDIVISION  
**Office of Administration and Finance**

3. MINOR SUBDIVISION  
**Administrative Services Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Diane Corbin-Barnes**

5. TEL EXT  
**254-8103**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

|                           |   |   |
|---------------------------|---|---|
| C. DATE<br><b>4-27-82</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Diane Corbin-Barnes</i><br><b>Diane Corbin-Barnes</b> | E. TITLE<br><b>Paperwork Management Assistant</b> |
|---------------------------|---|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
| 1.         | <p>These investigative records are established and maintained by the ACTION Office of the Inspector General.</p> <p>The records store the documents or statements compiled during an investigation that may lead to a civil action or a criminal charge thru the Department of Justice; a disciplinary action; or whatever corrective measure necessary.</p> <p>The records may contain statements, correspondence, agency records pertinent to the investigation, documentary evidence received and/or collected during the course of the investigation and copies of the final report and/or recommendations.</p> <p>Files are numbered in a master log and identified by subject name. Materials are accumulated throughout the length of the investigation.</p> <p>a. Records will be held in the office until the completion of the investigation and final referral of the case is submitted to the appropriate division for final disposition. <del>Records will be retained for two years after the completion or final disposition of a case.</del> <i>Destroy in agency</i></p> <p>b. Upon destruction of the record the annotation on the master log will be stricken out.</p> |                     | <i>1 item</i>    |

*to agency 5/27/82*  
*NNF - 5/27/82*  
**Closed Out: 5-28-82: K.R.**  
*no copy to FRC's*  
*no MDC sheet Required*

**Request for Records Disposition Authority - Continuation**

JOB NO.

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|---------------|--|----------------------------|---------------------|
| 1. (con't)    | <p>No need to be stored at the Federal Records Center.<br/>Office which could use record:</p> <ol style="list-style-type: none"> <li>1. ACTION-General Counsel</li> <li>2. U.S. Department of Justice</li> <li>3. ACTION Division or Office Heads</li> </ol> <p>There is no historic significance for these records.</p> |                            |                     |