

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 721-481-03-1	
1. FROM (Agency or establishment) U. S. Office of Special Counsel		DATE RECEIVED 01-31-2003	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Wing Leung	5. TELEPHONE 202 653-5822	DATE 7-11-03	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 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 1/23/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Information Systems Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)		
	cc NR, NWMD, NWMW		

## Records of the Special Counsel and Deputy Special Counsel

### 1. President's Council on Integrity and Efficiency

- a. OSC final opinions offering conclusions on issues surrounding FBI investigations of Inspectors General.

Permanent. Retire to Federal Records Center at end of term of Special Counsel. Transfer to National Archives when 30 years old.

- b. Council Files (agenda, meeting notes, background material, etc).

Temporary. Maintain in office until end of term and destroy when no longer needed for reference.

### 2. Reading or Chronological Files

Correspondence, memos, etc. maintained by the Special Counsel and Deputy Special Counsel for reference.

Permanent. Retire to Federal Records Center at end of term of Special Counsel. Transfer to National Archives when 30 years old.

### 3. Subject Files

Letters, memoranda, and other documents signed-off by the Special Counsel and Deputy Special Counsel prescribing OSC's policies, programs and objectives, created in formulating and implementing plans, responses and decisions on matters of major policy impact, or in providing operational and managerial guidance to all organizational segments of the Office.

Permanent. Retire to Federal Records Center after expiration of term of Special Counsel. Transfer to National Archives when 30 years old.

### 4. Schedule of Daily Activities

~~Schedule of daily activities such as calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by the Special Counsel and the Deputy Special Counsel while serving in an official capacity, created or maintained in hard copy or electronic form. Records containing substantive information relating to official activities, the substance of which has not been incorporated into memoranda, reports, correspondence or other official files.~~

~~Permanent. Retire to Federal Records Center at end of term of Special Counsel. Transfer to National Archives when 30 years old.~~

*see attached sheet for Item 4*

*Per OSC  
Hope RO  
Riley  
2/25/03*

**Records of the Special Counsel and Deputy Special Counsel**

*Changes added +  
discussed  
w/RO Hope Riley  
2/25/03*

**4. Schedule of Daily Activities**

Schedule of daily activities such as calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by the Special Counsel and the Deputy Counsel while serving in an official capacity. Records containing substantive information relating to official activities, the substance of which has not been incorporated into memoranda, reports, correspondence or other official files. Records created or maintained in hard copy or electronic form.

- a. Permanent: Hard copy. Retire to Federal Records Center at the end of the term of Special Counsel. Transfer to the National Archives when 30 years old.
- b. Temporary: Electronic form. Destroy/delete when dissemination, revision, or updating is completed.

5. **Records of the Planning and Advice Division**

**Opinions**

OSC legal opinions concerned with interpretation of statutes, laws, and regulations. Contains signed final opinion and backup material. Arranged by subject.

Permanent. Retire to Federal Records Center after expiration of term of Special Counsel. Transfer to National Archives when 30 years old.

6. **Conflict of Interest Files**

Correspondence, messages, memoranda, studies, reports and other data interpreting or applying requirements or policies. These documents establish policies or precedents needed to provide ethics advice.

Temporary. Cut off 6 years. Destroy 25 years after cutoff.

7. **Satisfaction Survey**

Temporary. Destroy after results are compiled and published in the Annual Report.

8. **Alternative Dispute Resolution (ADR) Unit**

- a. Case Files (Confirmation letters, correspondence, Agreement to Mediate, Settlement Agreement, Closure letter, Participant evaluations)

Temporary. Destroy 7 years after close case.

- b. Program Administrative Files

Records and background material relating to program guidance, issues, presentations, and projects. May include copies of statutes and regulations, reports to senior staff, program evaluations, copies of material distributed at ADR seminars and news and journal articles.

Temporary. Cutoff at the end of the fiscal year. Destroy when superseded, obsolete and when no longer needed for reference.

## **Hatch Act Unit**

### **9. Advisory Opinions**

Response to request for advice about permissible and impermissible political activity under the Hatch Act. Includes the original request, response and related background information.

Permanent. Retire to Federal Records Center at end of six fiscal years. Transfer to National Archives when 30 years old.

### **10. OSC-Wide Files**

#### **Directive/Policies**

- a. Notices and other types of issuance related to routine administrative functions (e.g., payroll, procurement, personnel)

Temporary. Scheduled under GRS 16, 1

- b. Record set of directive, procedures or policies documenting the mission of the agency.

Permanent. Transfer to National Archives when 30 years old.

#### **11. Reading or Chronological Files**

Correspondence, memos, etc, maintained by originating office for reference, including non-case correspondence.

Temporary. Destroy when 2 years old, or when no longer needed for reference.

#### **12. Subject Files**

- a. Program correspondence, reports, studies, proposals and related materials that document policy-making decisions or significant OSC program management functions, signed by or addressed to OSC management and staff below the Special Counsel level.

Temporary. Cutoff at the close of the fiscal year. Destroy 10 years after cutoff.

- b. Files documenting program transactions of a routine or recurring nature.

Temporary. Destroy when 2 years old, or when no longer needed for reference.

#### **13. Publications**

Official publications of the OSC such as poster, brochures, pamphlets, handbooks, reports and other public relations and educational materials prepared to furnish information or to promote agency programs.

Permanent. Retain one copy of each publication onsite. Transfer to National Archives when 30 years old.

14. **Press Releases**

Permanent. Retain one copy of each press release onsite. Transfer to National Archives when 30 years old.

15. **Speaker Request Form**

Include description of elements on form.

Temporary. Maintain in office for 1 year, *Destroy after 1 year.*

Modify (NC1-146-85-1)

16. **Litigation and Investigative Case Files**

**Official file**

(a1) Cases that result in national medial attention, Congressional investigation, or substantive changes in policy or procedure.

Permanent. Close the case file after the final disposition of the case is determined and no further action is required on the part of OSC. One year after the file is closed, retire the case file to the nearest Federal Records Center. Transfer to National Archives 25 years after the file is closed.

(a2) All other cases.

Temporary. Close the case file after the final disposition of the case is determined and no further action is required on the part of OSC. One year after the file is closed, retire the case file to the nearest Federal Records Center. Destroy three years after the file is closed.

17. 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 included are 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 after the recordkeeping copy is made. Included are copies maintained by individuals in personal files, personal electronic mail directives, 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: Temporary: 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: Temporary: Destroy/delete when dissemination, revision, or updating is completed.