

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-517-93-1	DATE RECEIVED 3-22-93
1. FROM (Agency or establishment) Board for International Broadcasting		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Inspector General's Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kay Ainsworth	5. TELEPHONE 202-254-8040	DATE 5-1-95	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peters</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 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 3/2/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kay Ainsworth</i>	TITLE Administrative Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Investigation Files. Arranged numerically by case number. Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to personnel and agency operations and programs. Consists of reports, correspondence, memorandums, working papers, and other documentation.</p> <p>(a) Investigations that result in national media attention, Congressional investigation, or substantive changes in policy or procedure.</p> <p>PERMANENT. Transfer to WNRC upon termination of Board for International Broadcasting. Transfer to the National Archives when 20 years old.</p> <p>(b) All other investigations.</p> <p>Cut off at end of fiscal year in which case is closed. Destroy 5 years after cutoff.</p>		
2.	<p>Audit Case Files. Arranged numerically by case number. Case files of internal audits of agency and RFE/RL programs, operations, and procedures. Consists of correspondence, reports, memoranda, minutes of meetings, working papers, and other documentation.</p> <p>Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.</p>	GRS 22 Item 2	<p>See changes to this schedule made per telephone conversation of April 25, 1995, between Kay Ainsworth (BIB) and David Langbart (NARA)</p> <p><i>DA Langbart, NIRm 4/25/95</i></p>

Copy sent to agency, NWT NCF, NIA 5/8/95

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3.	<p><u>Audit Recommendation Follow-up Database.</u> PC-based automated database that contains current and historical accounts of audit recommendations made by the office.</p> <p>Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later.</p>	20,3
4.	<p><u>Office Administrative Files.</u> Arranged by subject. Contains general records accumulated by the office regarding staffing, procedures, budgets, communications, equipment, travel, training, etc.</p> <p>Volume on hand: 5.5 cubic feet Annual accumulation: 1.5 cubic feet</p> <p>Cut off at the end of each fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner.</p>	23,1
5.	<p><u>Inspector General Office Subject Files.</u> Arranged by subject. Contains correspondence, memoranda, faxes, telegrams, reports, and other documentation pertaining to the non-administrative activities conducted by this office, but not specific to a particular audit or investigation.</p> <p>Volume on hand: 3.5 cubic feet Annual accumulation: 1 cubic feet</p> <p>PERMANENT. Transfer to WNRC upon termination of Board for International Broadcasting. Transfer to the National Archives when 20 years old.</p>	

7.
ITEM
NO.

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9. GRS OR
SUPERSEDED
JOB CITATION

6.

Supervisor's Personnel Files and Duplicate OPF. Arranged alphabetically by surname. Contains correspondence, forms, and other records relating to positions, authorizations, pending actions; position descriptions, requests for personnel action and records on individual employees duplicated in or not appropriate for the OPF.

1,18a

Volume on hand: 5 cubic feet
Annual accumulation: less than .25 cubic feet

Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.

7.

Permanent Background Reference File. Contains copies of reports, correspondence, memoranda, news clippings, and other documentation used only for reference purposes. None of this material is generated by the IG office.

Non-record

Volume on hand: 4 cubic feet
Annual accumulation: 1.25 cubic feet

Destroy when no longer needed.

8.

Word Processing Files. Documents such as letters messages, memoranda, reports, handbooks, and other documentation recorded on electronic media such as hard disks or floppy disks and used to produced hard copy which is maintained in organized files.

23, 2

Destroy when no longer needed to create a hard copy.