

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER <i>21-149-00-1</i>
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <i>3/7/2000</i>
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1. FROM (Agency or establishment) U.S Government Printing Office		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Raymond Garvey	5 TELEPHONE (202) 512-1084	DATE <i>Withdrawn</i>	ARCHIVIST OF THE UNITED STATES

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 <i>3/1/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>R Garvey</i>	TITLE GPO Records Officer
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7 Item No.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U.S Government Printing Office Change to Comprehensive Records Schedule, Chapter 11, Inspector General See Attached Pages		<i>Withdrawn</i> <i>8-31-00</i>

11 1 CLOSED AUDIT CASE FILES

- a. Case files developed during the course of audit and reviews of GPO programs, operations, and procedures, and external audits of contractors and procurement or bid claims. The case files consist of correspondence, notes, attachments, evidence, memorandums, case working papers, preliminary and final reports, recommendations for management action, recommendation follow-up reports, and similar records.

TEMPORARY. Break files annually at the end of each FY and transfer to the FRC after 5 years. Destroy 8 years after closure.

- b. Electronic mail and word processing records.

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 this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (1) Copies of records covered by sub-item a 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.

Destroy/delete within one year after the recordkeeping copy has been produced.

- (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

11 2 CLOSED INVESTIGATIVE CASE FILES

- a Case files containing reports of investigation, informant information, 6E Grand Jury information, and related evidence relating to an investigation of alleged waste, fraud, abuse, and violations of laws or regulations consisting of the final investigative report and correspondence, forms, reports, notes, and working files relating to the development of the final report

TEMPORARY Break files at the end of each Fiscal Year and transfer to the FRC after 5 years Destroy 10 years after closure

- b Files containing information or allegations of an investigative nature that do not result in establishment of a formal case file The files include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations

TEMPORARY Cut off annually Destroy 5 years after closing

- c Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations Cases that resulted in widespread media attention, Congressional investigation, substantive changes in agency policies and procedures, or involved unusually significant violations of criminal law or ethical standards

PERMANENT Cut off closed cases annually. Transfer to the National Archives of the United States 25 years after cutoff

- d Electronic mail and word processing records

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- (1) Copies of records covered by sub-items a-c 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

Destroy/delete within one year after the recordkeeping copy has been produced

- (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed