

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-506-07-6</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Staff Support Office		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Inspector General		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Terri Curtis	5. TELEPHONE 804-734-8749	DATE <i>10/6/07</i>	ARCHIVIST OF THE UNITED STATES <i>William W. ...</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 <u>6</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 09-22-2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terri Curtis</i>		TITLE Records Officer (West)
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Inspector General Files (Series 90) "Recordkeeping Copy: Media Neutral"		
<i>SA 10/18/07 copies sent to Agency, Numa, NR</i>			

INSPECTOR GENERAL FILES
Series 90

~~**90 INSPECTOR GENERAL FILES.** These records concern process reviews, assistance, inquiries, and investigations relating to activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of DeCA by The Inspector General and other inspectors general. Includes security and criminal investigations, and staff/assistance visits and other inspections which are performed by other DeCA personnel. All items in this schedule are considered "Media Neutral."~~

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

90-1 GENERAL PROCESS REVIEWS, ASSISTANCE, INVESTIGATIONS, FOLLOW-UP CORRESPONDENCE AND DoD INSPECTIONS.

a. General correspondence relating to process reviews, assistance, investigations, follow-up and DoD inspections that cannot logically be filed with the detailed records listed below. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports; cost reduction reports and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature on which the office takes action.

Already
Approved
N1-506-02-6

Disposition:

N1-506-02-3

COFF: end of each FY

DEST: in CFA after 2 years.

b. Documents relating to process reviews, assistance, investigations, follow-up, and DoD inspections that are received for information only, on which no action is required.

Disposition:

N1-506-02-3

DEST: when superseded, obsolete or no longer needed for reference, whichever is later.

90-2 IG PROCESS REVIEWS, INSPECTIONS AND SPECIAL ASSESSMENTS.

Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, inspections and similar files pertaining to inspections made of the command by DoD/DeCA IG.

Disposition:

N1-506-02-3

COFF: end of FY of comparable review or inspection.

DEST: in CFA 1 year after the next comparable review or inspection.

90-3 IG INQUIRIES AND INVESTIGATIONS. Cases on inquiries and investigations conducted by DeCA inspectors general, DoD inspectors general and services inspectors general. This includes information pertaining to fraud, waste, and abuse, standards of conduct, injustice to individuals and other similar information

Disposition:

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~~N1-506-02-3~~ *N1-506-02-6*

COFF: end of FY

TRANSFER: after 2 years to inactive for remaining retention period

DEST: after 10 years.

~~90-4 OTHER INQUIRIES, INSPECTIONS AND INVESTIGATIONS.~~ Information and reports relating to inquiries and investigations maintained by offices external to the DeCA IG. Examples are inspections/inquiries conducted by commanders/directors, appointed officials, DeCA directorates/staff offices, and the DeCA security officer. This includes information concerning physical security, information security, operations security, and loss prevention.

*Already
Approved
N1-506-02-6*

Disposition:

~~N1-506-02-3~~

COFF: end of each FY

TRANSFER: after 2 years to inactive for remaining retention period

~~**DEST:** after 3 years.~~

90-5 CONGRESSIONAL CORRESPONDENCE.

a. Information relating to congressional inquiries, requests from the Office of the Secretary of Defense, and other higher authorities/officials.

(1) **HQ:**

Disposition:

DEST: after 10 years retention in CFA. NOTE: In the event a new congressional is received from a former requestor, all previous correspondence from the requestor that have not met the end of their lifecycle will be consolidated with the new request and the retention period will be calculated based on the most recent request.

~~(2) **REGIONS, BU, CDC, COMMISSARIES:**~~

Disposition:

~~N1-506-02-3~~

COFF: end of FY

~~**DEST:** in CFA after 1 year.~~

*Already
Approved
N1-506-02-6*

b. Information memorandums, guidance on handling congressionals from individuals regarding grievances, and other related information.

Disposition:

(1) **HQ, REGION OPR:**

Disposition:

~~N1-506-02-3~~

DEST: when no longer needed

~~(2) **OTHER OFFICES:**~~

~~**Disposition:**~~

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NI-506-02-3

DEST: when superseded, obsolete or no longer needed for reference purposes, whichever is later.

90-6 CASE FILES Records pertaining to DeCA Fraud, Waste & Abuse Hotline.

- **90-6a CONTACTS FILES**. Documents on DeCA Fraud, Waste & Abuse (FWA) Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG Fraud, Waste & Abuse Unit (FWAU), reporting minor violations of directives or requests for assistance, that can be handled with minimal intervention by the FWAU or which do not rise to the level requiring initiating a formal individual case file.

Disposition:

NI-506-02-3

DEST: 10 years in CFA after closure, or when no longer needed, whichever is later.

*Already
Approved
NI-506-02-6*

- **90-6b REFERRAL CASE FILES**. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting minor violations of directives or requests for assistance that can be handled by formal referral to a Region Director or DeCA entity, when no formal response is required.

Disposition:

NI-506-02-3

COFF: after closure

TRANSFER: to inactive after 2 years and hold for remaining retention

DEST: in CFA 10 years after closure.

- **90-6c COMPLAINT CASE FILES**. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, requesting assistance or lodging non-FWA complaints, which require extensive intervention by the FWAU, or a response of action taken from Region Director or other DeCA entities to which the issue is referred for resolution. The official file also includes copies of the case notes and coversheets, which are printed from the electronic tracking and control log.

Disposition:

NI-506-02-3

COFF: after closure, place in inactive file for 2 years

DEST: in CFA 10 years after closure.

- **90-6d FWA CASE FILES**. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting substantive allegations of FWA, which require extensive intervention by the FWAU, the referral of the issue to criminal investigative agencies, the conduct of a informal inquiry or investigation, and/or a response of action(s) taken from Region Directors or other DeCA or non-DeCA entities to whom the issue is referred for inquiry and resolution. Included in the official file are copies of the case notes, coversheets, and report in inquiries, which are printed from the electronic tracking and control log.

Disposition:

NI-506-02-3

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~~COFF:~~ after closure, place in inactive file for 2 years
~~DEST:~~ in CFA 10 years after closure.

90-6e **DoD HOTLINE CASE FILES**. Documents pertaining to DoD Hotline Action Cases or Information Case Referrals from the DoD IG.

Disposition:

~~N1-506-02-3~~

~~COFF:~~ after closure, maintain in CFA for 2 years

~~DEST:~~ in CFA 10 years after closure.

90-6f **CRIMINAL CASE FILES**. Copies of criminal cases received from outside source investigative agencies such as Defense Criminal Investigative Service (DCIS), Criminal Investigative Division (CID), Air Force Office Special Investigation (AFOSI), Naval Criminal Investigative Service (NCIS) and/or any other federal or local law enforcement agency for action or information.

Already
Approved
N1-506-02-6

Disposition:

~~N1-506-02-3~~

~~COFF:~~ after case closure, place in inactive file.

~~TRANSFER:~~ after 2 years to RHA

~~DEST:~~ 10 years after case closure.

90-7 **DEROGATORY INFORMATION FILES**. Electronic database entries containing Subjects' names, locations and FWAU or criminal case file numbers, indicating the existence and location of substantiated derogatory information.

Disposition:

~~N1-506-02-3~~

~~DEST:~~ entry upon DEST of referenced case file.

90-8 **IG TRENDS AND ANALYSIS FILES**. Information accumulated from IG functions, processed through a database to analyze and identify trends that impact on DeCA operations.

a. **HQ:**

Disposition:

~~N1-506-02-3~~

~~COFF:~~ end of FY

~~DEST:~~ in CFA after 2 years.

b. **REGIONS:**

Disposition:

~~N1-506-02-3~~

~~DEST:~~ when superseded, obsolete or no longer needed for current operations, whichever is later.

90-9 **STAFF ASSISTANCE VISITS**. Documents created in connection with scheduled or special visits (but not inspections, surveys, or audits) to perform staff assistance, staff reviews, program reviews, and technical supervision or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow up actions)

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and other directly related documents.

(1) OFFICE PERFORMING VISIT:

Disposition:

~~N1-506-02-3~~

COFF: end of FY after completion of visit or study

DEST: in CFA after 1 year

Already
Approved
N1-506-02-6

(2) OFFICE VISITED:

Disposition:

~~N1-506-02-3~~

COFF: end of FY

DEST: in CFA after 1 year, except files relating to recurring staff visits will be destroyed on completion of the next visit. **DEST** recurring staff visits at end of FY that next visit is completed

90-10 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS 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.

Approved
GRS 20/13
and
20/14

(1) 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:

DEST/delete within 90 days after the recordkeeping copy has been produced.

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

Disposition:

~~**DEST:** when dissemination, revision, or updating is completed.~~