

805 Polygraph Examination Files.

a Polygraph Examinations: All documents including, but not limited to Polygraph examinations, reports, electronic charts and printouts, transmittal memoranda and other related documents are filed with the appropriate corresponding "Criminal Investigations Case File" under File No. 850. (N1-330-88-4)

(1) Recordkeeping copy (paper). File copy of the transmittal memorandum (without the polygraph examination, report and related documents) maintained in the Polygraph Program Office DESTROY when 3 years old. *Disposition Pending*

(2) Electronic version used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete. *Disposition Pending*

b. Index Spreadsheet: An indices of polygraph examinations used for retrieval purposes and maintained by the Polygraph Program Office

(1) Recordkeeping copy (paper): DESTROY old version when new (updated) version is printed *Disposition Pending*

(2) Electronic index used for polygraph tracking, revision, updating or dissemination maintained in addition to the recordkeeping (paper) copy Consistently being revised, updated or used for dissemination in paper format DELETE electronic index entry after appropriate corresponding paper entry has been destroyed. *Disposition Pending*

820-20 IG, DoD Generated Internal Reports Files. RESCINDED. If files are internally generated (required by the OIG from DoD Agencies or the Military Services) they were incorporated into File No. 800a or 810 *Disposition Pending*

***820-30 External Reports Files. RESCINDED.** If files were externally generated by OIG as required by GAO, FBI, DOJ or other Government agencies they were incorporated into File No. 800a or 810 *Disposition Pending*

822-20 Analysis of Criminal Offenses and Trends. Special studies and reports, summaries, charts, graphs, and statistical data that provide current information on types of crimes, methods used, reasons and trends prepared by OAIG-INV used for program review, briefings and statistics as needed.

a. Recordkeeping copy (paper): Cut off at the end of the FY in which analysis is completed. DESTROY 3 years after cutoff. *Disposition Pending*

b. Electronic mail and word processing system copies.

(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. DELETE within 180 days after the recordkeeping copy has been produced. *Disposition Pending*

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete. ***Disposition Pending***

860 ELECTRONIC SURVEILLANCE FILES.

a. Title 3, Court-ordered Monitoring. Files of electronic monitoring ordered by the Court Includes court order, electronic media, transcripts, 3rd party notifications, and any other documents relating to the court order.

(1) Recordkeeping copy (paper). File in the appropriate corresponding Criminal Investigations Case File (File No. 850). ***Disposition Pending***

(2) Electronic copies created on electronic mail and word processing systems. DELETE when recordkeeping copy has been produced ***Disposition Pending***

b. Pen Register – Subscriber Dial-in Information. Records of telephone numbers only with date and time of call received.

(1) Recordkeeping copy (paper). File in the appropriate corresponding Criminal Investigations Case File (File No. 850). ***Disposition Pending***

(2) Electronic copies created on electronic mail and word processing systems. DELETE when recordkeeping copy has been produced. ***Disposition Pending***

c. Consensual Monitoring Equipment Log Books/Sheets. Log book/sheet used by each field element to record information to include but not limited to each of the following: date, time, reason removed and date and time the consensual monitoring equipment is returned to the safe

(1) Recordkeeping copy (paper):

(a) Field Activities. Cut off at the end of the FY and forward to OIG Headquarters

(b) OIG Headquarters. DESTROY 3 years after cutoff. ***Disposition Pending***

(2) Electronic copies created on electronic mail and word processing systems: DELETE when recordkeeping copy has been produced. ***Disposition Pending***

d. Non-Consensual Monitoring Equipment Log Books/Sheets. Log book/sheet used by each field element to record information to include but not limited to each of the following: date, time, reason removed and date and time the consensual monitoring equipment is returned to the safe.

(1) Recordkeeping copy (paper):

(a) Field Activities. Cut off at the end of FY and forward to OIG Headquarters.

(b) OIG Headquarters. DESTROY 3 years after cutoff ***Disposition Pending***

(2) Electronic copies created on electronic mail and word processing systems: DELETE when recordkeeping copy has been produced. ***Disposition Pending***

e Non-Consensual Monitoring Reports Annual reports prepared by compiling the information recorded in the Non-Consensual Monitoring Equipment Log Books/Sheets. OIG Headquarters sends a copy of these reports to the Department of Justice (DOJ).

(1) Recordkeeping copy (paper): DESTROY when 3 years old ***Disposition Pending***

(2) Electronic copies created on electronic mail and word processing systems: DELETE when recordkeeping copy has been produced ***Disposition Pending***