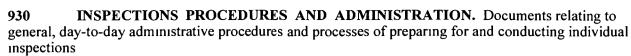
REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER
(See Instructions on reverse)	N1-509-00-4
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 11/29/1999
1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of Defense	
2. MAJOR SUBDIVISION	In accordance with the provisions of 44 U.S.C. 3303a the disposition request,
Office of the Inspector General	including amendments, is approved except
3. MINOR SUBDIVISION Admin. & Logistics	for items that may be marked "disposition not approved" or "withdrawn" in column 10
Office of Admin. & Info. Mgmt. Svcs Directorate	DATE ADDITION OF THE HOUSE OF THE
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE	DATE APCHIVIST OF THE UNITED STATES
Ray Braemer (703) 604-9781	4-11-00 Km W. Car
I hereby certify that I am authorized to act for this agency in matters and that the records proposed for disposal on the attached 1 pag of this agency or will not be needed after the retention periods spe the General Accounting Office, under the provisions of Title 8 of the Agencies, is not required; is attached; or	ge(\$\psi\$ are not now needed for the business cified; and that written concurrence from the GAO Manual for Guidance of Federal has been requested.
	tor, Office of Administration
	,
7 ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.	9 GRS OR SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)
RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL (See Attached)	

115-109



Item

- a Recordkeeping copy (paper). DESTROY after 10 years.
- 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
- (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.
 - 930-10 <u>Inspection Concept Development.</u> Documents which define the initial idea and scope of an inspection Includes documents which identify the resources required, establish the objectives, or suggest items for inspection, types of expertise or training required on the inspection team, potential sites for inspection, methods of inspection.
 - a. Approved concept.
 - (1) Recordkeeping copy (paper). Transfer to File Number 950 (Inspections Case Files) when the inspections team is established and operational.
 - (2) Electronic mail and word processing system copies:
- (a) 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.
 - (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.
 - b. Disapproved concept.
 - (1) Recordkeeping copy (paper) Transfer to File Number 920-10 (Inspections Universe)
 - (2) Electronic mail and word processing system copies:
 - (a) 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
 - (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.