

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <div style="font-size: 1.2em; font-family: cursive;">N1-509-00-4</div>	
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">11/29/1999</div>	
2. MAJOR SUBDIVISION Office of the Inspector General		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Admin. & Info. Mgmt. Admin. & Logistics Svcs Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Ray Braemer			
5 TELEPHONE (703) 604-9781		DATE <div style="font-size: 1.2em; font-family: cursive;">4-11-00</div>	
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>1</u> 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>		ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.5em; font-family: cursive;">John W. Carl</div>	
DATE <div style="font-size: 1.2em; font-family: cursive;">11-24-99</div>	SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>	TITLE Director, Office of Administration and Information Management	
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <div style="border: 1px solid black; padding: 10px; min-height: 400px;"> <u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> (See Attached) </div>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

NARA NR

930 INSPECTIONS PROCEDURES AND ADMINISTRATION. Documents relating to general, day-to-day administrative procedures and processes of preparing for and conducting individual inspections

Item
1

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 Inspection Concept Development. 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.