

**LEAVE BLANK (NARA use only)**

**JOB NUMBER**

111-509-00-5

DATE RECEIVED

1.12.2000

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Office of the Inspector General

## Admin & Logistics

Office of Admin. & Info. Mgmt. Admin. & Logistic  
Syvs Directorate

DATE \_\_\_\_\_

ARCHIVIST OF THE UNITED STATES

(703) 604-9781

DATE	ARCHIVIST OF THE UNITED STATES
4-2-01	<i>John W. Paul</i>

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 68 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.

**SIGNATURE OF AGENCY REPRESENTATIVE**

**TITLE**

1-4-00

Director, Office of Administration  
and Information Management

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

**9. GRS OR  
SUPERSEDED  
JOB CITATION**

**10. ACTION  
TAKEN (NARA  
USE ONLY)**

RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL

This request for records disposition covers those records of the DoD Inspector General not covered by any job previously approved by NARA. These records are a new series within the DoD Inspector General records schedule.

**1000 INTELLIGENCE REVIEW PROGRAM FILES.** This series covers records created or maintained by the OIG relating to planning and conducting intelligence oversight evaluations, audits and inquiries. Cut off files at the end of the CY when completed unless otherwise directed.

Item

a. **Intelligence Review Correspondence Files - General.** Correspondence relating to the IG intelligence oversight function that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required.

1

(1) Recordkeeping copy (paper): DESTROY when 2 years. *Disposition Pending*

(2) Electronic mail and word processing system copies.

2

(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. *Disposition Pending*

3

(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. *Disposition Pending*

**1002 Indexes to Intelligence Review Case Files.** Indexes to Intelligence Review Case Files (File Number 1050) used to locate specific documents within the case files or used as a reference.

4

a. Recordkeeping copy (paper): Follow disposition instructions for the related case file (File Number 1050). *Disposition Pending*

b. Electronic mail and word processing system copies:

5

(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*

6

(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*

**1005 IG Inquiries Files.** Complaint files, inquiries, replies, comments and documents relating to the IG intelligence oversight function but not appropriate for filing with Intelligence Review Case Files.

7

a. Recordkeeping copy (paper): DESTROY 10 years after last action is taken. *Disposition Pending*

b. Electronic mail and word processing system copies:

8 (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*

9 (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*

**1010 INTELLIGENCE REVIEW POLICY AND PROGRAM PROCEDURES FILES.**

Reports defining and documenting the policies and procedures required for directing, controlling and carrying out intelligence review program operations.

10 a. Recordkeeping copy (paper): PERMANENT. Cut off when superseded or obsolete. Retire to WNRC. Transfer to National Archives in 5-year blocks when most recent record is 25 years old. *Disposition Pending*

11 b. Other copies, workpapers and background material (paper): DESTROY when no longer needed for current operations or reference. *Disposition Pending*

c. Electronic mail and word processing system copies:

12 (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*

13 (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*

**1020 INTELLIGENCE REVIEW PLANNING FILES.** Documents on planning and developing evaluation and audit schedules and procedures that pertain to the scheduled evaluations and audits.

**1020-10 Intelligence Review Reference Files.** Background documents relating to DoD organizations and activities that are subject to IG Intelligence Review coverage. Accumulated for reference and research in developing concept plans and establishing long-range intelligence review schedules.

14 a. Recordkeeping copy (paper): Cut off annually. DESTROY 2 years after cut off. *Disposition Pending*

b. Electronic mail and word processing system copies:

15 (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**

16 (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**

**1020-20 Intelligence Review Schedules Files.** Documents accumulated in planning and preparing long-range intelligence review schedules. Includes announcements, approvals and requests for changes and related papers.

17 a. Recordkeeping copy (paper): PERMANENT. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when most recent record is 25 years old. **Disposition Pending**

18 b. Other copies, workpapers and background material (paper): DESTROY when no longer needed for current operations or reference. **Disposition Pending**

c. Electronic mail and word processing system copies:

19 (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**

20 (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**

**1030 INTELLIGENCE REVIEW ADMINISTRATIVE PROCEDURES FILES.** Documents relating to general, day-to-day administrative procedures and processes of preparing for and conducting intelligence review evaluations and audits. Cut off at end of calendar year.

21 a. Recordkeeping copy (paper): DESTROY 10 years after cut off. **Disposition Pending**

b. Electronic mail and word processing system copies:

22 (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**

23 (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**

**1030-10 Intelligence Review Concept Development Files.** Documents which define the initial idea and scope of an intelligence review project. Includes documents which identify the resources required, establish the objectives, or suggest items for evaluation or audit. Also includes types of expertise or training required on the project team; potential sites for evaluation or audit; and methods used by the project team.

a. Approved concept.

24 (1) Recordkeeping copy (paper): Transfer to File Number 1050 (Intelligence Review Case Files) when the project team is established and operational. **Disposition Pending**

(2) Electronic mail and word processing system copies:

25 (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. **Disposition Pending**

26 (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. **Disposition Pending**

b. Disapproved concept.

27 (1) Recordkeeping copy (paper): Transfer to File Number 1020-10. **Disposition Pending**

(2) Electronic mail and word processing system copies:

28 (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. **Disposition Pending**

29 (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. **Disposition Pending**

**1030-20 Intelligence Review Project Team Administrative Files.** Documents accumulated by Intelligence Review project teams in coordinating planned evaluations and audits. Includes travel and other team personnel information, schedules of proposed visits, itineraries, internal activity or workload reports, approvals, requests for changes and related papers.

30 a. Recordkeeping copy (paper): DESTROY 2 years after report is completed. *Disposition Pending*

b. Electronic mail and word processing system copies:

31 (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*

32 (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*

**1040 PROCEDURES AND METHODS REVIEW AND ANALYSIS FILES.** Documents created in the process of evaluating the outcome and impact of an IG evaluation or audit. May include surveys conducted of previously evaluated or audited areas, recommendations for adding or removing items from consideration for evaluation or audit, recommendations for improving the quality of an evaluation or audit process.

33 a. Recordkeeping copy (paper): Cut off on completion of the project. DESTROY after 10 years. *Disposition Pending*

b. Electronic mail and word processing system copies:

34 (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*

35 (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*

**1050 INTELLIGENCE REVIEW CASE FILES.** Documents accumulated from intelligence reviews conducted by IG, DoD. Includes evaluation and audit reports and related papers pertaining to general and special evaluations and audits. (For indexes see File Number 1002).

36 a. Recordkeeping Copy (paper): PERMANENT. Cut off on completion of the report. Transfer to National Archives in 10-year blocks when most recent record is 10 years old. *Disposition Pending*

b. Electronic mail and word processing system copies:

37

(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*

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(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*