

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-509-03-2	
1 FROM (Agency or establishment) OFFICE OF THE INSPECTOR GENERAL		DATE RECEIVED 11-21-02	
2 MAJOR SUBDIVISION DEPARTMENT OF DEFENSE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 GAIG - INVESTIGATIONS, Criminal Investigative Policy & Oversight			
4 NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall Records Management Officer	5 TELEPHONE (703) 604-9781	DATE 5-19-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 3 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.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/23/02	<i>[Signature]</i>	Acting Director Administration & Information Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>THIS REQUEST FOR RECORDS DISPOSITION AUTHORITY COVERS RECORDS FOR THE</p> <p>OFFICE OF THE INSPECTOR GENERAL DEPARTMENT OF DEFENSE SUBPOENA PROGRAM administered by the CRIMINAL INVESTIGATIVE POLICY AND OVERSIGHT OFFICE</p> <p>which are not covered by the NARA General Records Schedule</p> <p>Please see the attached three (3) pages for the narrative</p> <p><i>cc Agency, DR, DIRMW</i></p>		

Created on 11/21/2002 12:08 PM

880 SUBPOENA FILES

880-10 Subpoena Program and Policy Files. – Documents relating to Program Origination, Implementation and Execution. Includes, but is not limited to, such documents as policy memoranda, subpoena training materials, program plans, performance measures, program briefings, and subpoena database policies and procedures. (Subdivide by type if volume warrants)

[Further information: Volume: One 5-drawer file cabinet holding records created on a fiscal year basis starting about 1986 to present Files grow approximately 1/5 of a drawer per fiscal year. Files are referenced monthly.]

a. Recordkeeping copy (paper).

Cut off files at end of fiscal year. (Note Create new file folders at beginning of each fiscal Year.) DESTROY 20 years after cutoff.

b. Electronic mail and word processing system copies.

- (1) Copies that have no further administrative value after the recordkeeping copy are 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.

880-20 Subpoena Case Files. Internal memoranda and copies of original subpoena documents sent to field investigative offices Includes, but is not limited to such records as request package documents consisting of a request memo, draft subpoena, draft appendix, draft cover letter, Privacy Act notice, Certificate of Compliance, and, if applicable, Right to Financial Privacy Act documents; as well as a copy of the signed subpoena, appendix and various IG memoranda and correspondence between the agent and the IPO/DCIS action officer, and correspondence between Office of General Counsel (OGC) and the action officer. Also included, as the case matures, are copies of case status summaries and reports of investigation or report excerpts If the subpoena is challenged in court, the file may also contain court documents and related correspondence. Note: Original versions of issued subpoenas and associated records are maintained by the Defense Criminal Investigative Organizations (DCIOs) in their investigative case files for longer periods of time

[Further information on the files: Subpoena Case Files exist from program inception in 1986 – to present They are created on a Fiscal Year basis and closed whenever the case

closes regardless of Fiscal Year. Case may remain open for several years. The files are numbered and tracked as follows. Example: 2002019-7823 refers to the 19th subpoena request (requests may be for more than one subpoena) in FY02 and the 7,823rd individual subpoena request since the inception of the tracking system. Volume: One 5-drawer file cabinet. Estimated annual growth: One file drawer per year. Closed case files are rarely referenced once the case is closed.]

- a. Subpoena files with enforcement action. Legal documents necessary for the litigation and used for legal research and opinions regarding similar investigative cases. Also included is some correspondence that may not be in the original investigative case file.

Retire to Washington National Records Center 2 years after case closes. DESTROY 10 years after case closes.

- b. Subpoena files with no enforcement. The correspondence maintained in these files is duplicate information of the data maintained in the investigative case file maintained by the DCIO.

DESTROY 3 years after case closes.

- c. Subpoena files containing denied or withdrawn requests.

DESTROY 3 years after denial/withdrawal or case closure whichever is earlier.

- d. Subpoena files that have been cancelled.

DESTROY 3 years after cancellation or case closure, which ever is earlier.

- e. Electronic mail and word processing system copies.

- (1) Copies that have no further administrative value after the recordkeeping copy are 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 is maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

880-30 Subpoena Database System Files. Electronic database used to track the status of subpoenas.

- a. Recordkeeping Copies

- ~~(1) Inputs or source documents: Apply disposition instructions found under File Number 880-20.~~ [SF 115 approval not required.]
- (2) Master files. DELETE when case is closed or when no longer needed for operational purposes, whichever is later.
 - (3) Outputs not filed under File Number 880-10 or 880-20: DESTROY/DELETE after 1 year or when no longer needed for operational purposes, whichever is later.
 - (4) Documentation such as record layouts, codebooks, and other system documentation. DESTROY/DELETE when no longer needed for operational purposes.
- b. Electronic mail and word processing system copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copies. DELETE when dissemination, revision, or updating is complete