

# Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)

**Office of Inspector General**

2 Major Subdivision

**Department of Defense**

3 Minor Subdivision

**Office of General Counsel**

4 Name of Person with whom to confer

**Charles Brancato, Record Mgr**

5 Telephone (include area code)

**703-602-3792**

## Leave Blank (NARA Use Only)

Job Number

**71-509-07-1**

Date Received

**11-06-2006**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

**8/17/07**

Archivist of the United States

*[Signature]*

## 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 4 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



has been requested

Signature of Agency Representative

*[Signature]*

Title

**Director, Admin & Logistics Service**

Date (mm/dd/yyyy)

**08/25/2006**

Item  
Number

8 Description of Item and Proposed Disposition

9 GRS or  
Superseded  
Job Citation

10 Action  
taken (NARA  
Use Only)

**This request for Records Disposition Authority covers records for the  
Office of Inspector General  
Department of Defense  
Office of General Counsel**

**The records concerned require a schedule.**

*[Signature]*  
**Concurred with on this date  
by the Office of General Counsel**

**Date: Aug 10, 06**

**RECORDS SCHEDULE FOR THE RECORDS OF THE  
DEPARTMENT OF DEFENSE  
Office of Inspector General  
For The Office of General Counsel**

The Department of Defense Office of Inspector General was established by Congress as one of the independent and objective units within listed establishments of Department of Defense. As the principal advisor to the Secretary of Defense in all Inspector General matters, the Inspector General serves as an extension of “the eyes, ears and conscience” of the Secretary. In support of the Inspector General mission, the General Counsel office has been realigned under the Office of Inspector General. This reassignment for the General Counsel for the IG requires schedules be approved for the office specific records.

**Office of General Counsel  
Mission**

The mission of the Office of General Counsel is to provide Independent and objective legal advice to the Inspector General and the Office of Inspector General and its components.

**Functions**

Attorneys in the Office of General Counsel (OGC) serve as independent legal advisers and counselors to the Inspector General and the Office of the Inspector General. OGC Attorneys render legal opinions on policy matters, participate in planning and policy deliberations, review for legal sufficiency of all directives, instructions, regulations and other significant correspondence. OGC Attorneys render advice and legal opinions on matters that have an impact on virtually all substantive and operational programs of the Department of Defense inasmuch as the recommendations of the DoD IG directly or indirectly influence the nature, scope and methods of conducting DoD business at all levels including, investigation, procurement, personnel, international and fiscal matters.

**RECORDS CONCERNED: Office of Inspector General, Specific Records for the Office of General Counsel**

**1100. General Counsel Files. This series covers records created or maintained by the OIG Office of General Counsel. These files contain records regarding Office Functional Files, Legal Proceedings Files, Directives and Policy Files, Historical and Legislative Files, Document Production records and Attorney Working Files.**

**1101. General Counsel Correspondence Files – General. Correspondence relating to General Counsel’s office that cannot logically be filed with detailed records or is received for information only and on which no action is required**

Disposition:

Recordkeeping copy (paper) – Cut off at end of calendar year. Destroy when 2 years old.

**Current Volume: 6 cu ft**

**Annual Volume Growth: 1.5 cu ft**

2. **1102. Office Functional Files.** Legal advice, opinions, and assistance to various components within the Office of Inspector General (OIG).

Disposition:

Recordkeeping Copy (paper) - PERMANENT. Cut off and transfer to WNRC at end of calendar year in which subject matter is no longer needed for current agency business or convenience of reference, whichever is later. Transfer to the National Archives when most recent record is 10 years old.

**Current volume: 39 cu ft**

**Annual volume growth: 6 cu ft**

3. **1105. Legal Proceedings Files.** Case files on trials, administrative hearings, and other legal proceedings.

Disposition:

Recordkeeping Copy (paper) - Cut off when final action is taken. Transfer to WNRC at end of calendar year in which final action is taken. Destroy 10 years after cut off.

**Current volume: 12 cu ft**

**Annual volume growth: 6 cu ft**

4. **1110-01. General Counsel Directives and Policy Advice and Opinion Files.** Legal advice and opinions on proposed directives and instructions, other than those for which Office of General Counsel, DoD IG is the proponent.

Disposition:

Recordkeeping Copy (paper) - Cut off and transfer to WNRC at end of calendar year in which subject matter is no longer needed for current agency business or convenience of reference, whichever is later. Destroy 10 years after cutoff.

**Current volume: 1.5 cu ft**

**Annual volume growth: .5 cu ft**

5. **1110-02 Policy Development Files.** Records on the development and establishment of policies and procedures for which Office of General Counsel, OIG-DOD is the proponent.

Disposition:

Recordkeeping copy (paper) Cut off and transfer to the WNRC at end of calendar year in which subject matter is no longer needed for current agency business or convenience or reference, whichever is later. Destroy 10 years after cut off.

**Current Volume: 6 cu ft**

**Annual Volume Growth: 3 cu ft**

6. **1110-03 General Counsel Policy Files.** Policies relating directly to the mission of the DOD Office of Inspector General, General Counsel Office for which the General Counsel is the proponent.

Disposition:

Recordkeeping Copy (paper) – PERMANENT Cutoff and transfer to the Washington National Records Center (WNRC) when superseded or obsolete or no longer needed for reference  
Transfer to the National Archives when 20 years old

**Current Volume.10**

**Annual Volume Growth: .5**

7. **1115. Historical and Legislative.** Documents, opinions, and related papers that have continuing historic or legislative interest

Disposition:

Recordkeeping Copy (paper) PERMANENT Transfer to National Archives in 5-year blocks when most recent record is 20 years old.

**Current volume: 6 cu ft**

**Annual volume growth: .25**

8. **1130. Document Production Records.** Records of responses to records production requests, including document searches, Touhy requests, discovery and FOIA PA.

Disposition:

Recordkeeping copy (paper) Cut off when underlying action, investigation or litigation is concluded. Transfer to WNRC at end of calendar year in which case concluded. Destroy 10 years after cut off.

**Current Volume: 15 cu ft**

**Annual Volume Growth: 15 cu ft**

**1140. Attorney Working Files.** Working papers maintained by individual attorneys, to include drafts, notes and memoranda, as well as background material and reference copies of documents The recordkeeping copy of the completed legal work product created by attorneys in the office is placed in the appropriate file

Disposition:

~~(a) Recordkeeping copy (paper) Screen and transfer any recordkeeping material to appropriate official file when no longer needed for current agency business or convenience of reference,~~

*Not Valid  
Procedures  
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whichever is later

9. (b) Other copies, (paper) Destroy after recordkeeping copies have been incorporated into the appropriate official file

**Current Volume: 18 cu ft**

**Annual Volume Growth: 18 cu ft**

**1199 Electronic mail and word processing system copies**

(1) **Word Processing Files.** Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recording purposes

Disposition

Delete from word processing system when no longer needed for updating or revision (GRS 20-13)

(2) **Electronic Mail Records.** Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

Disposition:

~~Delete from the e-mail system after copying to a recordkeeping system (GRS 20-14)~~

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