

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 <i>N1-509-93-1</i>	
1 FROM (Agency or establishment) Department of Defense				DATE RECEIVED <i>11-10-92</i>	
2 MAJOR SUBDIVISION Office of the Inspector General				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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Assistant IG for Admin & Info Mgmt					
4 NAME OF PERSON WITH WHOM TO CONFER Marianne Offield				NOTIFICATION TO AGENCY	
5 TELEPHONE (703) 693-0230				DATE <i>7/1/93</i> ARCHIVIST OF THE UNITED STATES <i>James H. Moore</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 <u>3</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,					
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE <i>27 Oct 92</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Assistant Inspector General for Administration & Information Mgmt.	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <div style="border: 1px solid black; padding: 10px; min-height: 300px;"> <p><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>This request for records disposition authority covers those records of the Office of the Inspector General not covered by the NARA General Records Schedules Nos. 1-23, N1-330-88-4, N1-330-90-4, and N1-330-92-4. This is the fourth request from this organization.</p> <p>See attached.</p> <p>Privacy Act Systems: CIG-04 Case Control System-Investigative CIG-06 Investigative Files</p> <p><i>Copies sent to Agency, NCF 7/15/93</i></p> </div>			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

825	Investigative Reports Files. Reports submitted and received by IG, DoD which pertain to specific investigations.	
825-20	Information Report (IR) Files. Unsolicited information of a criminal nature received by IG, DoD concerning persons or incidents which are of direct interest to other DoD components or Federal agencies.	COFF on closure. Retire to WNRC 2 years after COFF. DEST 10 years after COFF. (N1-330-88-4)
840	Hotline Referral Files. Correspondence, preliminary investigations, and memoranda of telephone conversations pertaining to complaints received by the IG, DoD Hotline. b. Referred. Includes matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in IG investigations.	b. COFF on closure. Retire to WNRC 5 years after COFF. DEST 15 years after COFF. (N1-330-88-4)