

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-509-96-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is a one time transfer to NARA.

These records are described in National Archives Catalog at <https://catalog.archives.gov/id/582269>.

Date Reported: 6/26/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

(See Instructions on reverse)

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Ray Braemer	(703) 604-9781

DATE	ARCHIVIST OF THE UNITED STATES
9-3-96	<i>John W. Carl</i>

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Nov 7, 1985	C. Frank Boone	Assistant Inspector General for 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u></p> <p>See Attached.</p> <p>Privacy Act Systems: CIG-04 Case Control System-Investigative CIG-06 Investigative Files</p> <p>Note: Pen and ink changes approved by DoD IG records Officer, Ray Braemer, 8/20/96</p>		

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SEP - 5 1906 *MAr*

copy to: Agency, NSX
NNT, NCF

TAILHOOK II
Records Disposition Schedule

ELECTRONIC RECORDS

This schedule covers electronic records that were created or accumulated by the Department of Defense Inspector General (DoD-IG) during the inquiry into events relating to the 35th Annual Symposium of the Tailhook Association (Tailhook 91) held at the Las Vegas Hilton Hotel from September 5 to September 7, 1991.

1. Computer Floppy Disks-Drafts of Interview Reports

Temporary.
DISPOSITION: ^{Temporary.} Maintain on site, ~~for ten years or until end of litigation, whichever is later. Following this action, destroy~~ after input into the "ZY" system has been verified. (*GRS 23, Item 1*)

2. "ZY" Index and Document Retrieval System

The "ZY" index and document retrieval system is a commercial, proprietary software package in which text documents (i.e.: Microsoft Word or Word Perfect) can be entered, stored and retrieved. The product allows for searching on a specific word or term. The system uses DOS version 3.2.

a. Reports maintained in the "ZY" system

This sub-item consists of the text of reports created during the course of DoD-IG's investigation. Reports include individual interview reports, suite reports, incident or activity reports, and victim reports.

DISPOSITION: **Permanent.** Maintain on site for ten years or until the end of litigation, whichever is later. Following this action, transfer to the National Archives.

All transfers should be made in accordance with 36 CFR 1228.

"Zy" Software
b. ~~Index to the reports~~

~~This sub-item consists of the software used to locate specific documents described in item 2a.~~

~~DISPOSITION: Maintain on site for ten years or until the end of litigation, whichever is later. Following this action, destroy when no longer needed for reference.~~

NON-RECORD

c. Related Documentation. *of indices, system configurations,*

~~This sub-item consists of file layouts, code books, naming conventions and other related documentation necessary to understand the documents or to load them into an indexing~~
records and the system sufficiently enough to replicate the functionality of the system.

~~software package.~~ This documentation may be in either electronic or paper form.

DISPOSITION: **Permanent.** Transfer to the National Archives at the same time as the related data in sub-item 2a.

NOTE: Litigation ended June 1994. Therefore, cutoff files effective December 31, 1994. Transfer to National Archives or retirement to Federal Records Center should occur January 1, 2005.