## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER N1-509-	96-1
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1-2-96	
1 FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
Department of Defense		In accordance with the arrest	usions of 11
2 MAJOR SUBDIVISION Office of the Inspector General		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition"	
3 MINOR SUBDIVISION Admin & Resource		not approved" or "withdrawn"	in column 10
Assistant IG for Admin & Info Mgmt Acquisition Dir.  4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE		DATE   ARCHIVIST OF THI	AINITED STATES
Ray Braemer	(703) 604–9781	9-3-96 GOLLU	Carl
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 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			
Nov 7, 195 SIGNATURE OF AGENCY REPRESENTATIVE Assistant Inspector General for Administration & Information Management			
7 ITEM 8 DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL			
See Attached.			
Privacy Act Systems: CIG-04 Case Control System-Investigative CIG-06 Investigative Files			
Note:			i
Pen and ink changes approved			
by DoD IG records C	officer, Kay B	ralemer, 8/20/96	_

115-109 LEbben

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

SEP - 5 1995 MAY

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: Maintain on site for ten years or until

end of litigation, whichever is later. Following this

end of litigation, whichever is later. Following this action, Daestroy 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 RECORD the end of litigation, whichever is later. Following this action, destroy when no longer needed for reference.

c. Related Documentation. of Indices, System Configurations, This sub-item consists file layouts, code books, Anaming conventions and other related documentation necessary to understand the documents or to load them into an indexing reords and the System Sufficiently Chough to replicate the functionality of the System.

in either electronic This documentation may be -<del>package.</del> form. -softwarepaper

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

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