

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-509-97-1</i>	
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>8-8-97</i>	
2 MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Assistant IG for Admin & Info Mgmt		Admin & Resources Acquisition Dir.	
4 NAME OF PERSON WITH WHOM TO CONFER Ray Braemer		5. TELEPHONE (703) 604-9781	
DATE <i>6-22-98</i>		ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <i>8/5/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray Braemer</i>	TITLE <i>DEPUTY</i> Assistant Inspector General for Administration & Information Management
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> See Attached.		

JUL - 1 1998 *mm* copy to: agency, NWCT
NWMD, NE

File No.	Title Description	Disposition Authority
363-50	Congressional Hearings	
	a. Testimony presented to the Congress by the IG and Senior Officials of the OIG. Includes record copy of testimony and original briefing books.	a. Permanent. Cut off on completion of the hearing. Transfer to NARA in 5-year blocks when most recent record is 20 years old, e.g., 1981-85 in 2006. N1-330-88-4
	b. Work papers and background material.	b. Destroy when 10 years old.

File No.	Title Description	Disposition Authority
870	Administrative Investigations Case Files Complaint files, inquiries, replies, comments and other documents relating to the investigation of non-criminal allegations of misconduct and mismanagement.	N1-330-88-4
	a. Routine Inquiries	
	(1) Final report	(1) Destroy when 10 years old.
	(2) Work papers and background material.	(2) Destroy when 10 years old.
	b. Significant Cases *	
	(1) Final report	(1) Permanent. Transfer to the NARA when 10 years old, in 5- year blocks, e.g., 1981-85 in 1996
	(2) Work papers and background material.	(2) Permanent. Transfer to the NARA when 10 years old, in 5- year blocks, e.g., 1981-85 in 1996
	* NOTE: Significant cases include those which attract great public or judicial attention or document a historical development in the agency.	

File No.	Title Description	Disposition Authority
870-01	Internal Investigations Inquiries. The investigation of misconduct or inappropriate/unprofessional acts by an AIG for Investigations employee.	
	a. Unfounded or unsubstantiated	a. Destroy when 10 years old.
	b. Substantiated	b. Destroy when 10 years old or 5 years after termination of employee, whichever is later.