

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <div style="font-size: 1.2em; font-family: cursive;">N1-509-99-2</div>	
<b>1. FROM (Agency or establishment)</b> Department of Defense		<b>DATE RECEIVED</b> <div style="font-size: 1.2em; font-family: cursive;">3-16-99</div>	
<b>2. MAJOR SUBDIVISION</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
<b>3. MINOR SUBDIVISION</b> Asst. IG for Admin & Info Mgmt      Admin & Logistics Services Directorate			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <b>5 TELEPHONE</b> Ray Braemer      (703) 604-9781			
<b>6. AGENCY CERTIFICATION</b> 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>1</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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached, or</span> <span><input type="checkbox"/> has been requested.</span> </div>			
<b>DATE</b> <div style="font-size: 1.2em; font-family: cursive;">11 Nov 99</div>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> 	<b>TITLE</b> Assistant Inspector General for Administration & Information Management	
<b>7</b> <b>ITEM</b> <b>NO</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>  <u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u>  See Attached.	<b>9 GRS OR SUPERSEDED JOB CITATION</b>	<b>10. ACTION TAKEN (NARA USE ONLY)</b>

JUL 27 1999 mtr      copy to. Agency  
    NR, NWMW

101-11 Memoranda of Understanding or Agreement Files.

Documents on agreements between elements of the OIG, and other Military Services or Federal Agencies, or between elements of the OIG and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding and cooperation between recognized organizations in the DoD and other Federal agencies. Included are agreements, agreement checklists, amendments, review comments, related correspondence and similar documents.

Item

a. **Recordkeeping Copy.**

and 3 months

1 Destroy 6 years after supersession, cancellation, or termination of the agreement. [Amended by R. Wäre per R. Braemer, 4-14-1999.]

b. **Electronic Mail, Word Processing, and Other Office Automation System Copies.**

2 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/Delete within 180 days after the recordkeeping copy has been produced.

3 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/Delete when dissemination, revision, or updating is complete.