

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Defense

2. MAJOR SUBDIVISION

Office of the Inspector General]

3. MINOR SUBDIVISION

Asst IG for Admin & Info Mgmt

Admin & Logistics
Services Directorate

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Braemer

5. TELEPHONE

(703) 604-9781

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-509-99-3

DATE RECEIVED

5-18-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

10-5-99

ARCHIVIST OF THE UNITED STATES

John W. 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 1 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,

☒ XXX

is not required;

☐

is attached; or

☐

has been requested.

DATE

5-11-99

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> See Attached		

Copy to: agency, NR, NWMW 10/26/99 dbc

Staffing Surveys and Studies Work Papers.

Working papers, recommendations, charts and papers related to staffing surveys and studies within the OIG. These may result from new requirements generated internally or from realignment of functions requiring new staffing (civilian and military).

Item

- 1 a. Recordkeeping copy (paper): Retain in current files area. Destroy 6 months after final action or 3 years after completion of report if no action is taken.

- b. Electronic Mail and Word Processing 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.