

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC1-GRS-85-1	DATE RECEIVED 3-8-85
1. FROM <i>(Agency or establishment)</i> General Services Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Archives and Records Service		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Office of Records Administration			
4. NAME OF PERSON WITH WHOM TO CONFER Michele F. Pacifico	5. TELEPHONE EXT 724-1426	DATE 3/27/85	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>3/8/85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Acting Director Records Appraisal and Disposition Division		
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	GENERAL RECORDS SCHEDULE NO. 25 Inspector General Records			
	<i>Copies sent to Agency, NC, NNS, NNM, NNF, NNB</i> <i>4-1-85 MFP</i>			<i>10 items</i>

GENERAL RECORDS SCHEDULE 25

Inspector General Records

The Inspectors General monitor agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978 as amended and other legislation established an Office of Inspector General (OIG) in selected government agencies, while several other agencies have created nonstatutory OIGs. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the agency head. Statutory OIGs must submit semiannual reports to the Congress. This schedule covers investigative, audit and related records created or maintained by an OIG in performing its duties and responsibilities.

This schedule may not cover all records created or accumulated by an OIG. Records not covered by this schedule, any other General Records Schedule, or an agency schedule that has been approved by the National Archives and Records Service, including machine-readable records, are not authorized for disposal. Disposition of such records may be effected only after NARA approval of a SF 115, Request for Records Disposition Authority.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Policy and Procedures Files</u> Records which define and document the policies required for directing, controlling and carrying out OIG operations. Also includes documents which plan and develop policies and procedures. Records include manuals, handbooks, directives and working papers.	
	a. One record copy of each if not included in the agency's permanent set of master directives files or the record set of publications.	Permanent. Cut off when superceded or obsolete. Offer to NARA when 10 years in 10 year blocks.
	b. All other copies.	Destroy when no longer needed.
	c. Working papers and background materials.	Destroy when no longer needed.

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2. Semiannual Report to the Congress Files

Reports prepared by the statutory OIGs and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the six-month periods ending March 31 and September 30. For details on composition of these reports, see Section 5, Public Law 95-452, as amended by P.L. 97-252.

a. Record copy of report.

Permanent. Cut off upon transmission to Congress. Offer to NARS in 10 year blocks when 10 years old.

b. Other copies.

Destroy when no longer needed.

c. Working papers.

Destroy when no longer needed.

3. Investigative Case Files

Case files developed in investigation of known or alleged fraud and abuse, irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files include investigative reports and related documents such as correspondence, notes, attachments and working papers.

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a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. This includes anonymous or vague allegations that do not warrant an investigation, matters referred to constituents or other agencies for handling, and support files that provide general information which may prove useful in Inspector General investigations.

Destroy when five years old.

b. All other investigative case files.

Place in inactive file when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.

4. Audit Case Files

Case files of internal audits on agency programs, operations and procedures, and external audits conducted on contractors and grantees. Records consist of audit reports, correspondence, memoranda, and supporting work papers.

Cut off file at end of fiscal year after close of case. Destroy 8 years after cutoff.

5. Indexes to Case Files

Used as references to investigative and audit case files.

Destroy when superseded or obsolete.