

| Request for Records Disposition Authority<br>(See Instructions on reverse)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Leave Blank (NARA Use Only)                                                                                                                                                                                                                   |                                                      |
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| To <b>National Archives and Records Administration (NIR)</b><br><b>Washington, DC 20408</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Job Number<br><b>NI-220-11-3</b>                                                                                                                                                                                                              |                                                      |
| 1 From (Agency or establishment)<br><b>Special Inspector General for Afghanistan Reconstruction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date Received<br><b>7/28/11</b>                                                                                                                                                                                                               |                                                      |
| 2 Major Subdivision<br><b>Office of Privacy, Records, and Disclosure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Notification to Agency</b><br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                               |                                                      |
| 4 Name of Person with whom to confer<br><b>Kate Gastner</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5 Telephone (include area code)<br><b>703-604-3224</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date<br><b>8/2/2011</b>                                                                                                                                                                                                                       | Archivist of the United States<br><b>[Signature]</b> |
| <b>6 Agency Certification</b><br>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<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                               |                                                      |
| Signature of Agency Representative<br><b>Kate Gastner</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Title<br><b>Records Manager</b>                                                                                                                                                                                                               |                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date (mm/dd/yyyy)<br><b>07/21/2011</b>                                                                                                                                                                                                        |                                                      |
| 7 Item Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 8 Description of Item and Proposed Disposition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 9 GRS or Superseded Job Citation                                                                                                                                                                                                              | 10 Action taken (NARA Use Only)                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Special Inspector General for Afghanistan Reconstruction (SIGAR)</b><br><br>The National Defense Authorization Act (Public Law 110-181) established the Special Inspector General for Afghanistan Reconstruction (SIGAR). SIGAR's mission is to provide independent oversight of the treatment, handling, and expenditure of funds appropriated or otherwise made available for the of Afghanistan, detect and deter fraud, waste, and abuse of U.S. funds, and promote actions to increase program economy, efficiency, and effectiveness.<br><br>Afghanistan reconstruction includes any major contract, grant, agreement, or funding mechanism entered into by any department or agency of the United States government that involves the use of amounts appropriated, or otherwise made available for the reconstruction of Afghanistan with any private entity to (1) build or rebuild physical infrastructure of Afghanistan, (2) establish or reestablish political or societal institutions of Afghanistan, 3) build the Afghanistan National Security Forces, and 4) provide products or services to the people of Afghanistan.<br><br>This schedule authorizes the disposition of the record copy in any media (media neutral). The schedule covers Inspector General, general counsel, audit, investigative, website, and performance award board records. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer. |                                                                                                                                                                                                                                               |                                                      |

## Special Inspector General for Afghanistan Reconstruction (SIGAR)

### Inspector General Records

Consists of files documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Office of Inspector General (OIG). OIG records includes Public Affairs files such as memoranda sent to external or internal recipients conveying substantive policy matters, decisions, and the implementation of policy established by the Inspector General or Deputy, excluding material incorporated in a case file or audit work paper file.

Also includes Congressional records, such as incoming and outgoing correspondence received from members of Congress, the general public, and other Federal agencies, and sent by the Inspector General or Deputy Inspector General. Files include testimonies before Congress, including prepared statements, reports, and briefing books that are the official record of the IG's testimony to Congress. Files also include records relating to Congressional committee meetings, including presentation materials, briefing books, minutes, and other material.

#### Disposition Instructions:

- ① **Schedule of Daily Activities.** Records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Inspector General and the Deputy
  - ~~Temporary, cut off at the end of the calendar year. Destroy 3 years after cutoff, or upon agency termination, whichever is sooner~~ SDR 5/13/2013  
PER SIGAR  
PERMANENT. TRANSFER TO NARA AT TERMINATION OF AGENCY
- ② **Executive Correspondence Files.** Incoming and outgoing correspondence of the Inspector General, Deputy, and executive level staff
  - Permanent, cut off at the end of the calendar year. Transfer to National Archives 7 years after cutoff, or at the end of the agency
- ③ **Executive Program Files.** Includes reports, studies, memoranda, and other documents prescribing SIGAR policies, programs and objectives, formulation and implementation of plans, responses, and decisions on matters of major policy impact, or in providing operational, managerial guidance to all organizational segments of SIGAR
  - Permanent, cut off at the end of the calendar year. Transfer to National Archives 7 years after cutoff, or at the end of the agency

### Public Affairs Files.

- ④ a. **Speeches (final).** Given by the IG or Deputy to non-Congressional audiences.
- Permanent, cut off at the end of the calendar year. Transfer to National Archives 7 years after cutoff, or at the end of the agency
- ⑤ b. **Press Releases (final).** Issued by SIGAR and not included in either the Department of Defense or the Department of State Public Affairs press releases
- Permanent, cut off at the end of the calendar year Transfer to National Archives 7 years after cutoff, or at the end of the agency
- ⑥ c. **Publications (final).** Record copy of SIGAR publications developed and/or distributed to external and/or internal audiences by SIGAR Includes reports, pamphlets, newsletters, and other materials such as biographies created or received by SIGAR
- Permanent, cut off at the end of the calendar year Transfer to National Archives 7 years after cutoff, or at the end of the agency

### Congressional Files.

- ⑦ a. **Testimony** Including prepared statements, reports, and briefing books, presented to Congress by the IG and Senior Officials of SIGAR.
- Permanent, cutoff at the end of the Congressional year Transfer to National Archives 7 years after cutoff, or at the end of the agency
- ⑧ b. **Congressional Committee Meetings Files.** Records of meetings with Congressional Committees, other than Congressional testimonies, including presentation materials, briefing books, minutes, and other materials.
- Permanent, cutoff at the end of the Congressional year Transfer to National Archives 7 years after cutoff, or at the end of the agency
- ⑨ c. **Congressional Member Meetings Files.** Records of meetings with Congressional members, other than Congressional testimonies, including presentation materials, briefing books, minutes, and other materials
- ~~Permanent, cutoff at the end of the Congressional year. Transfer to National Archives 7 years after cutoff, or at the end of the agency~~

TEMPORARY DESTROY AT END OF AGENCY OR WHEN NO LONGER  
NEEDED FOR BUSINESS PURPOSES

4/9/2013  
per SIGAR  
SBR

## **Office of the General Counsel Records**

The Office of the General Counsel provides legal and policy advice to the Inspector General and OIG employees, conducts and provides support in litigation involving OIG. The OGC files consist of records that support the Office of the Inspector General's programs and operations, including legal opinions/memoranda and litigation files [Excludes responses to Freedom of Information Act (FOIA) and Privacy Act (PA) requests which are covered under General Records Schedule 14, and litigation records pertaining to Equal Employment Opportunity complaints and other personnel/administrative grievances which are covered under General Records Schedule 1 ]

### **Disposition Instructions:**

#### **Formal Legal Opinions/Memoranda.**

- ⑩ a Files of Historical Significance are maintained by the Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR) in connection with the development of significant legal opinions and memoranda. Files of historical significance include, but are not limited to, issues of first impression and precedent, the interpretation of enabling legislation, and issues that have the potential for long term and wide-range legal impact. Such files will contain, at a minimum, a copy of the final written opinion and background documentation.
  - Permanent, cutoff at the end of the fiscal year. Transfer to the National Archives 7 years after cutoff, or at the end of the agency
- ⑪ b All Other files are maintained by SIGAR in connection with the development of legal opinions and memoranda. Such files will contain, at a minimum, a copy of the final written opinion and background documentation.
  - Temporary, cutoff at the end of the fiscal year. Destroy 7 years after cutoff

**Litigation Case Files** (record of pleadings, correspondence, memoranda, decisions, and related documents for administrative and judicial proceedings )

- ⑫ a Significant Litigation Files consist of a record of pleadings, correspondence, memoranda, studies, appraisals, decisions, and related documents for administrative and judicial proceedings. These records include administrative claims that may result in litigation. Files designated as "significant" include, but are not limited to, cases that involved novel legal issues or facts, cases that impact the entire operation of SIGAR or an entire functional area of SIGASR, class action lawsuits, cases with a high dollar value, cases

that are extremely complex, and cases that involve recurring litigants requiring a longer period of access to those files

- Permanent, cutoff when case is closed, transfer to Federal Records Center at the end of the fiscal year. Transfer to the National Archives 20 years after cutoff, or at the end of the agency.

⑬ **Program Subject Files.** Internal administration and management of OGC, including correspondence, memoranda, reports, and copies of materials related to office program function

- Temporary, cutoff at the end of the fiscal year Destroy 7 years after cutoff.

### **Audits Records**

Consists of case files develop by the Office of the Assistant Inspector General for Audits, containing information of audits of programs and contracts under the scope of U S government entities in Afghanistan

Files include audits of programs, operations, and procedures Files incorporate reports, correspondence, memoranda, and supporting working papers

#### **Disposition Instructions:**

⑭ **Final Reports.** Reports on activities that attract national media attention, attract Congressional attentions, or are cited in quarterly reports to Congress, and maintained at headquarters (Arlington, VA).

- Permanent, cutoff at 3 years after final resolution of audit findings. Transfer to the National Archives 10 years after cutoff, or at the end of the agency

⑮ Other copies of final report maintained in regional offices (Afghanistan)

- Temporary, close inactive records after final resolution of audit findings Destroy 7 years after file closure

⑯ **Work Papers.** Case files of audits of programs, operations, and procedures, and audits of contracts and other financial mechanisms, containing audit reports, correspondence, memoranda, and supporting working papers

- Temporary, close after final resolution of audit findings Destroy 7 years after file closure

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**Program Subject Files.** Internal administration and management of Audits, includes correspondence, memoranda, reports, and copies of materials related to office program function

- Temporary, cutoff at the end of the fiscal year Destroy 7 years after cutoff

### **Investigations Records**

Consists of case files developed by the Office of the Assistant Inspector General for Investigations, containing information of allegations of waste, fraud, and abuse relating to programs and operations supported with U S funds appropriated or otherwise made available for the reconstruction of Afghanistan

Files include investigative reports and related documents generated during the course of or subsequent to the investigation Each file incorporates information in electronic and hard copy case tracking systems, databases containing investigatory information, and investigator work papers and memoranda and letter referrals to management and others. Also consists of files relating to hotline complaints which include forms, memos and correspondence with responsible officials, synopses of case, and copies of closing reports

Excludes: Unusually significant case files such as those that result in national media attention, congressional investigation, or substantive changes in Agency policy or procedure

#### **Disposition Instructions:**

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**Investigative Case Files.** Case files of investigations of alleged violations of laws, regulations, and directives. These may include, but are not limited to, official reports of investigations (ROIs), polygraph reports, case initiations, case closings, agents' notes, sworn statements and affidavits and subpoenas, significant incident reports, supplemental reports on closed cases, evidence to include pictures, fingerprints, and any other case related documents or information used during the investigation of a particular case Files may include audio/visual evidence \*\*\*

- Permanent, cutoff when case is closed, transfer to Federal Records Center at the end of the fiscal year Transfer to the National Archives 20 years after cutoff, or at the end of the agency

\*\*\* Audiovisual material accumulated in connection with a permanent case may not be retired to the WNRC due to preservation concerns. Maintain onsite and transfer directly to the National Archives of the United States at the same time that the textual records are transferred.

(19) **Program Subject Files.** Internal administration and management of Investigations, includes correspondence, memoranda, reports, and copies of materials related to office program function

- Temporary, cutoff at the end of the fiscal year Destroy 7 years after cutoff

(20) **Hotline files.** Correspondence, preliminary investigations, and memorandum of telephone conversations pertaining to complaints received by the SIGAR Hotline

- Temporary, cutoff inactive records when case is closed Destroy 7 years after cutoff

### **Quarterly Reports of the Inspector General**

Consists of quarterly reports prepared for submission to Congress The reports summarize the activities of the Office of Inspector General for the preceding three month period

#### **Disposition Instructions:**

(21) **Quarterly Report to Congress.** Reports that summarize significant SIGAR audit, inspections, and investigative accomplishments for the reporting period and that may attract Congressional or national media attention

- Permanent, close inactive records upon transmission to Congress Transfer to the National Archives 7 years after file closure, with any related documentation or external finding aids

(22) **All other copies.**

- Disposable, close inactive records upon transmission to Congress Destroy 7 years after file closure

### **Website Records**

(23) Published Web Content -All the HTML-encoded pages, interactive applications, databases, and other information posted to the web The agency website,(www sigar mil), provides information to the public and agency clients about the agency and its services Content published on the web/intranet site is covered by the records schedule of the component organization that originated the content The website includes but not limited to web versions of the following

- Information about the agency including mission statements, organizational structure, budgeting, and strategic planning
- Press releases and information about special events and conferences
- Agency policies and guidance
- Reports generated by the agency

- Freedom of Information Act/ Privacy Act information

The website also includes but not limited to content including

- Information about agency programs and services
- Information about and/or links to online resources related to agency services and programs

**Disposition Instructions:**

- Temporary Destroy/delete when superseded or obsolete

(24)

Published Intranet Content -The agency's Intranet Website ([https //intranet hqda ds army mil/sigar/Pages/Default.aspx](https://intranet.hqda.ds.army.mil/sigar/Pages/Default.aspx)) includes but not limited to web versions of information (news and events, information and links to staff resources and services, policy and guidance, organizational charts, staff directories, information about agency projects, strategic planning) for agency staff Content published on the web/intranet site is covered by the records schedule of the component organization that originated the content

**Disposition Instructions:**

- Temporary. Destroy/delete when superseded or obsolete

**Records of the Awards Board**

The Awards Board is established by agency authority (not established by Public Law or Executive Order) for the review of nominations of agency employees for awards The board is composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act

(25)

Any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of the board.

**Disposition Instructions:**

- ~~Permanent, cutoff at 3 years Transfer to the National Archives 7 years after cutoff, or at the end of the agency~~

S/S/R

4/19/2013

per SIGAR

TEMPORARY DESTROY AT END OF AGENCY OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES.