

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
ACTION

2. MAJOR SUBDIVISION
Office of Administration and Finance

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Diane Corbin-Barnes

5. TEL EXT

254-8103

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4-27-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Diane Corbin-Barnes</i> Diane Corbin-Barnes	E. TITLE Paperwork Management Assistant
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>These investigative records are established and maintained by the ACTION Office of the Inspector General.</p> <p>The records store the documents or statements compiled during an investigation that may lead to a civil action or a criminal charge thru the Department of Justice; a disciplinary action; or whatever corrective measure necessary.</p> <p>The records may contain statements, correspondence, agency records pertinent to the investigation, documentary evidence received and/or collected during the course of the investigation and copies of the final report and/or recommendations.</p> <p>Files are numbered in a master log and identified by subject name. Materials are accumulated throughout the length of the investigation.</p> <p>a. Records will be held in the office until the completion of the investigation and final referral of the case is submitted to the appropriate division for final disposition. Records will be retained for two years after the completion or final disposition of a case. <i>Destroy in agency</i></p> <p>b. Upon destruction of the record the annotation on the master log will be stricken out.</p>		<i>1 item</i>

to agency 5/27/82
NMF - 5/27/82
no copy to FRC's
no MDC sheet Required
Closed Out: 5-28-82: K.R.

LEAVE BLANK

JOB NO
NC1-362-82-1

DATE RECEIVED **May 11, 1982**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-25-82 *[Signature]*
Date Archivist of the United States

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF 2
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1. (con't)	<p>No need to be stored at the Federal Records Center.</p> <p>Office which could use record:</p> <ol style="list-style-type: none">1. ACTION-General Counsel2. U.S. Department of Justice3. ACTION Division or Office Heads <p>There is no historic significance for these records.</p>		