

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-506-02-6</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/19/02</i>	
1. FROM (Agency or establishment)  <i>Defense Commissary Agency</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <i>Office of the Inspector General</i>			
3. MINOR SUBDIVISION <i>Office of the Inspector General</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Sue W. Hall</i>	5. TELEPHONE NUMBER <i>804-734-8817</i>	DATE <i>3-3-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>9</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7-11-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Sue W. Hall]</i>		TITLE <i>Records Manager</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	<i>Inspections/Investigations "Recordkeeping Copy: Media Neutral"</i>		
<i>cc Agency, NA, NARA</i>			

## 90 INSPECTIONS/INVESTIGATIONS

*90 INSPECTIONS/INVESTIGATIONS. These records concern process reviews, assistance, inquiries, and investigations relating to activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of DeCA by The Inspector General and other inspectors general. Includes security and criminal investigations, and staff/assistance visits and other inspections which are performed by other DeCA personnel.*

### 90-1 GENERAL PROCESS REVIEWS, ASSISTANCE, INVESTIGATIONS, FOLLOW-UP CORRESPONDENCE AND DoD INSPECTIONS.

a. General correspondence relating to process reviews, assistance, investigations, follow-up and DoD inspections that cannot logically be filed with the detailed records listed below. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports; cost reduction reports and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature on which the office takes action.

1 (1) HQ, Region, CDC, BU, commissaries: **DEST** after 2 years. COFF records end of each FY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

2 (a) 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. **DEST/delete** within 90 days after the recordkeeping copy has been produced.

3 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

b. Documents relating to process reviews, assistance, investigations, follow-up, and DoD inspections that are received for information only, on which no action is required.

4 (1) HQ, Regions, CDC, BU, commissaries: **DEST** when superseded, obsolete or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes

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6 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-2 IG PROCESS REVIEWS, INSPECTIONS AND SPECIAL ASSESSMENTS. Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, inspections and similar files pertaining to inspections made of the command by DoD/DeCA IG.

7 a. DeCA IG, Regions, CDC, commissaries: **DEST** 1 year after the next comparable review or inspection. COFF records end of FY of comparable review or inspection, maintain in CFA for 1 year and DEST.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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9 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-3 IG INQUIRIES AND INVESTIGATIONS. Cases on inquiries and investigations conducted by DeCA inspectors general, DoD inspectors general and services inspectors general. This includes information pertaining to fraud, waste, and abuse, standards of conduct, injustice to individuals and other similar information

10 a. HQ: **DEST** after 3 years. COFF records end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes

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12 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-4 OTHER INQUIRIES, INSPECTIONS AND INVESTIGATIONS. Information and reports relating to inquiries and investigations maintained by offices external to the DeCA IG. Examples are inspections/inquiries conducted by commanders/directors, appointed officials, DeCA directorates/staff offices, and the DeCA security officer. This includes information concerning physical security, information security, operations security, and loss prevention.

13 a. Regions, CDC, BU, commissaries: **DEST** after 3 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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15 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-5 CONGRESSIONAL CORRESPONDENCE.

a. Information relating to congressional inquiries, requests from the Office of the Secretary of Defense, and other higher authorities/officials.

16 (1) HQ: **DEST** after 3 years; however, if used as record of disclosure accounting under Privacy Act of 1974 (5 U.S.C. 552a), **DEST** after 5 years or life of the disclosed file, whichever is later. COFF records end of FY after the 3 or 5 year period, whichever is applicable, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

17 (2) Regions, BU, CDC, commissaries: **DEST** after 1 year. COFF end of FY, maintain in CFA for 1 year and DEST.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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19 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

b. Information memorandums, guidance on handling congressionals from individuals regarding grievances, and other related information.

20 (1) HQ, Region OPR: **DEST** 5 years after case settlement. COFF end of FY after case settlement, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

21 (2) Other offices: **DEST** when superseded, obsolete or no longer needed for reference purposes, whichever is later).

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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23 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-6 CASE FILES. *Records pertaining to DeCA Fraud, Waste & Abuse Hotline.*

24 90-6a CONTACTS FILES. Documents on DeCA Fraud, Waste & Abuse (FWA) Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG Fraud, Waste & Abuse Unit (FWAU), reporting minor violations of directives or requests for assistance, that can be handled with minimal intervention by the FWAU or which do not rise to the level requiring initiating a formal individual case file.

(1) **DEST** 10 years after closure, or when no longer needed, whichever is later.

25 (2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

26 (3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-6b REFERRAL CASE FILES. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting minor violations of directives or requests for assistance that can be handled by formal referral to a Region Director or DeCA entity, when no formal response is required.

27 (1) **DEST** 10 years after closure. COFF records after closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.

28 (2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

29 (3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-6c COMPLAINT CASE FILES. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, requesting assistance or lodging non-FWA complaints, which require extensive intervention by the FWAU, or a response of action taken from Region Director or other DeCA entities to whom the issue is referred for resolution. The official file also includes copies of the casenotes and coversheets, which are printed from the electronic tracking and control log.

30 (1) **DEST** 10 years after closure. COFF records after closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.

31 (2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

32 (3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-6d FWA CASE FILES. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting substantive allegations of FWA, which require extensive intervention by the FWAU, the referral of the issue to criminal investigative agencies, the conduct of a informal inquiry or investigation, and/or a response of action(s) taken from Region Directors or other DeCA or non-DeCA entities to whom the issue is referred for inquiry and resolution. Included in the official file are copies of the casenotes, coversheets, and report in inquiries, which are printed from the electronic tracking and control log.

33 (1) **DEST** 10 years after closure. COFF records after closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and **DEST**.

34 (2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

35 (3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-6e DoD HOTLINE CASE FILES. Documents pertaining to DoD Hotline Action Cases or Information Case Referrals from the DoD IG.

36 (1) **DEST** 10 years after closure. COFF records after closure, maintain in the CFA for 2 years, TRF to RHA for the remaining retention and **DEST**.

37 (2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

38 (3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-6f CRIMINAL CASE FILES. Copies of criminal cases received from outside source investigative agencies such as Defense Criminal Investigative Service (DCIS), Criminal Investigative Division (CID), Air Force Office Special Investigation (AFOSI), Naval Criminal Investigative Service (NCIS) and/or any other federal or local law enforcement agency for action or information.

39

(1) **DEST** 10 years after case closure. COFF records after case closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.

40

(2) Copies received for information only: **DEST** when superseded, obsolete or no longer needed for reference purposes, whichever is later.

41

(3) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

42

(4) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.

90-7 DEROGATORY INFORMATION FILES. Electronic database entries containing Subjects' names, locations and FWAU or criminal case file numbers, indicating the existence and location of substantiated derogatory information.

43

a. HQ: **DELETE** entry upon DEST of referenced case file.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

44

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45

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-8 IG TRENDS AND ANALYSIS FILES. Spreadsheet application report compiled from OIG tracking logs, related databases, and other information. Used to analyze and identify trends that impact on DeCA operations.

46

a. HQ, **DEST** after 2 years. COFF end of FY, maintain in CFA for 2 years and DEST.

47

b. Regions: **DEST** when superseded, obsolete or no longer needed for current operations, whichever is later.

c. Electronic Mail and Word Processing System Copies. Electronic copies of records that are

created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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49 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-9 STAFF ASSISTANCE VISITS. Documents created in connection with scheduled or special visits (**but not inspections, surveys, or audits**) to perform staff assistance, staff reviews, program reviews, technical supervision or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow up actions) and other directly related documents.

a. HQ, BU, Region, CDC, commissaries:

50 (1) **Office performing visit: DEST** after completion of next comparable visit or 1 year after completion of related study. Once visit or study has been completed, COFF records end of FY, maintain in CFA for 1 year and DEST.

51 (2) **Office visited: DEST** after 1 year, except files relating to recurring staff visits will be destroyed on completion of the next visit. COFF records end of FY, maintain in CFA for 1 year and DEST. DEST recurring staff visits at end of FY that next visit is completed.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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~~90 INSPECTIONS/INVESTIGATIONS~~

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Revised  
on  
9/18/02  
by  
aflucy  
tea  
11/18/02

~~90-1 GENERAL PROCESS REVIEWS, ASSISTANCE, INVESTIGATIONS, FOLLOW-UP CORRESPONDENCE AND DoD INSPECTIONS.~~

~~a. General correspondence relating to process reviews, assistance, investigations, follow-up and DoD inspections that cannot logically be filed with the detailed records listed below. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports; cost reduction reports and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature on which the office takes action.~~

~~(1) HQ, Region, CDC, BU, commissaries: DEST after 2 years. COFF records end of each FY, maintain in CFA for 2 years and DEST.~~

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~~b. Documents relating to process reviews, assistance, investigations, follow-up, and DoD inspections that are received for information only, on which no action is required.~~

~~(1) HQ, Regions, CDC, BU, commissaries: DEST when superseded, obsolete or no longer needed for reference, whichever is later.~~

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90-2 IG PROCESS REVIEWS, INSPECTIONS AND SPECIAL ASSESSMENTS. Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, inspections and similar files pertaining to inspections made of the command by DoD/DeCA IG.

a. DeCA IG, Regions, CDC, commissaries: **DEST** 1 year after the next comparable review or inspection. COFF records end of FY of comparable review or inspection, maintain in CFA for 1 year and DEST.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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90-3 IG INQUIRIES AND INVESTIGATIONS. Cases on inquiries and investigations conducted by DeCA inspectors general, DoD inspectors general and services inspectors general. This includes information concerning fraud, waste, and abuse, standards of conduct, injustice to individuals and other similar information.

a. HQ, Region, CDC, BU, commissaries: **DEST** after 3 years. COFF records end of FY after case closure, maintain in CFA for 3 years and DEST.

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(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-4 OTHER INQUIRIES, INSPECTIONS AND INVESTIGATIONS. Information and reports relating to inquiries and investigations **not conducted by inspectors general at DeCA subordinate activities**. Examples are inspections/inquiries conducted by commander/director, appointed officials, DeCA directorates/staff offices, and the DeCA security officer. This includes information concerning physical security, information security, operations security, and loss prevention.

a. HQ: **DEST** after 3 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

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90-5 CONGRESSIONAL INQUIRIES AND INVESTIGATIONS.

a. Information relating to congressional inquiries and investigations, requests from the Office of the Secretary of Defense, and other higher authorities/officials.

(1) HQ: **DEST** after 3 years; however, if used as record of disclosure accounting under Privacy Act of 1974 (5 U.S.C. 552a), **DEST** after 5 years or life of the disclosed file, whichever is later. COFF records end of FY after the 3 or 5 year period, whichever is applicable, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Regions, BU, CDC, commissaries: **DEST** after 1 year. COFF end of FY, maintain in CFA for 1 year and **DEST**.

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~~b. Information memorandums, guidance on handling congressionals from individuals regarding grievances, and other related information.~~

~~(1) HQ, Region OPR: DEST 5 years after case settlement. COFF end of FY after case settlement, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.~~

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~~(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

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~~(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DEST when dissemination, revision, or updating is completed.~~

~~90-6 CONGRESSIONAL VISIT REPORTS. Documents reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DoD. Documents include the name of the visiting congressional committee or survey group, subject of the visits, reference copies of correspondence, requests for travel orders, messages, financial statements and similar data.~~

~~a. HQ: All offices responsible for coordination of Department of Defense congressional liaison activities: DEST after 1 year. COFF end of each FY, maintain in CFA for 1 year and~~

**DEST.**

b. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(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. **DEST/delete** within 90 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

**90-7 CASE FILES.** *Records pertaining to DeCA Fraud, Waste & Abuse Hotline.*

**90-7a CONTACTS FILES.** Documents on DeCA Fraud, Waste & Abuse (FWA) Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG Fraud, Waste & Abuse Unit (FWAU), reporting minor violations of directives or requests for assistance, that can be handled with minimal intervention by the FWAU or which do not rise to the level requiring initiating a formal individual case file.

(1) **DEST** 5 years after closure, or when no longer needed, whichever is later.

(2) **Electronic Mail and Word Processing System Copies:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.

(3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. **COFF** at the end of each FY, maintain for 10 years, and then delete.

**90-7b REFERRAL CASE FILES.** Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting minor violations of directives or requests for assistance that can be handled by formal referral to a Region Director or DeCA entity, when no formal response is required.

(1) **DEST** 10 years after closure. **COFF** records after closure, place in the inactive file for 2 years, **TRF** to **RHA** for the remaining retention and **DEST**.

(2) **Electronic Mail and Word Processing System Copies:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.~~

~~(3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.~~

~~90-7c COMPLAINT CASE FILES. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, requesting assistance or lodging non-FWA complaints, which require extensive intervention by the FWAU, or a response of action taken from Region Director or other DeCA entities to whom the issue is referred for resolution.~~

~~(1) **DEST** 10 years after closure. COFF records after closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.~~

~~(2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.~~

~~(3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.~~

~~90-7d FWA CASE FILES. Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting substantive allegations of FWA, which require extensive intervention by the FWAU, the referral of the issue to criminal investigative agencies, the conduct of a informal inquiry or investigation, and/or a response of action(s) taken from Region Directors or other DeCA or non-DeCA entities to whom the issue is referred for inquiry and resolution.~~

~~(1) **DEST** 10 years after closure. COFF records after closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.~~

~~(2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.~~

~~(3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.~~

~~90-7e DoD HOTLINE CASE FILES. Documents related to DoD Hotline Action Case or Information Case Referrals.~~

~~(1) **DEST** 10 years after closure. COFF records after closure, maintain in the CFA for 2 years, TRF to RHA for the remaining retention and DEST.~~

~~(2) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.~~

~~(3) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.~~

~~90-7f CRIMINAL CASE FILES. Copies of criminal cases received from outside source investigative agencies such as Defense Criminal Investigative Service (DCIS), Criminal Investigative Division (CID), Air Force Office Special Investigation (AFOSI), Naval Criminal Investigative Service (NCIS) and/or any other federal or local law enforcement agency for action or information.~~

~~(1) **DEST** 10 years after case closure. COFF records after case closure, place in the inactive file for 2 years, TRF to RHA for the remaining retention and DEST.~~

~~(2) Copies received for information only: **DEST** when superseded, obsolete or no longer needed for reference purposes, whichever is later.~~

~~(3) Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. 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. **DEST/DELETE** upon case closure.~~

~~(4) Electronic tracking and control records used to control and document the status of cases: **DEST** 10 years after initiation of contact. COFF at the end of each FY, maintain for 10 years, and then delete.~~

~~90-8 DEROGATORY INFORMATION FILES. Electronic database entries containing Subjects' names, locations and FWAU or criminal case file numbers, indicating the existence and location of substantiated derogatory information.~~

~~a. HQ: **DELETE** entry upon DEST of referenced case file.~~

~~b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes~~

~~Electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

(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, other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 90 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-9 IG TRENDS AND ANALYSIS FILES. Information accumulated from IG functions, processed through a database to analyze and identify trends that impact on DeCA operations.

a. HQ, **DEST** after 2 years. COFF end of FY, maintain in CFA for 2 years and **DEST**.

b. Regions: **DEST** when superseded, obsolete or no longer needed for current operations, whichever is later.

c. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(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. **DEST/delete** within 90 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

90-10 STAFF ASSISTANCE VISITS. Documents created in connection with schedule or special visits (**but not inspections, surveys, or audits**) to perform staff assistance, staff reviews, program reviews, technical supervision or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow up actions) and other directly related documents.

a. HQ, BU, Region, CDC, commissaries:

(1) **Office performing visit: DEST** after completion of next comparable visit or 1 year after completion of related study. Once visit or study has been completed, COFF records end of FY. **DEST** maintain in CFA for 1 year and **DEST**.

~~(2) Office visited. DEST after 1 year, except files relating to recurring staff visits will be destroyed on completion of the next visit. COFF records end of FY, maintain in CFA for 1 year and DEST. DEST recurring staff visits at end of FY that next visit is completed.~~

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(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. DEST/delete within 90 days after the recordkeeping copy has been produced.

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