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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1. FROM (Agency or establishment) Department of Defense | |
| 2. MAJOR SUBDIVISION Office of the Inspector General | |
| 3. MINOR SUBDIVISION Office of Admin. & Info. Mgmt. | Admin. & Logistics Svcs Directorate |
| 4 NAME OF PERSON WITH WHOM TO CONFER Ray Braemer | 5 TELEPHONE (703) 604-9781 |

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|---|---|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>NI-509-00-6</i> | |
| DATE RECEIVED <i>2.15.2000</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| DATE <i>6-22-00</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 2 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,

is not required; is attached; or has been requested.

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|-----------------------|--|--|
| DATE <i>2-8-00</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>John P. [Signature]</i> | TITLE Director, Office of Administration and Information Management |
|-----------------------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|--|---------------------------------------|
| | <u>RECORDS OF THE OFFICE OF THE INSPECTOR GENERAL</u> (See Attached) | | |

100a. Administration Correspondence Files – General. Records relating to administration that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

Items

1

(1) Recordkeeping copy (paper) DESTROY when 2 years old **Disposition Pending**

(2) Electronic mail and word processing system copies:

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 DELETE within 180 days after the recordkeeping copy has been produced **Disposition Pending**

3

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete **Disposition Pending**

300a. Planning and Management Correspondence Files- General. Records relating to planning and management that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

4

(1) Recordkeeping copies (paper) DESTROY when 2 years old **Disposition Pending**

(2) Electronic mail and word processing system copies:

5

(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 DELETE within 180 days after the recordkeeping copy has been produced **Disposition Pending**

6

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete. **Disposition Pending**

700a. Auditing Correspondence Files – General. Correspondence relating to auditing that cannot logically be filed with detailed records listed below or is received for information only and on which no action is required.

7

(1) Recordkeeping copy (paper). DESTROY when 2 years old **Disposition Pending**

(2) Electronic mail and word processing system copies

8

(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 DELETE within 180 days after the recordkeeping copy has been produced **Disposition Pending**

Items

- 9 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.
Disposition Pending

800a. Investigations Correspondence Files - General Correspondence relating to investigations that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

- 10 (1) Recordkeeping copy (paper) DESTROY when 2 years. *Disposition Pending*
(2) Electronic mail and word processing system copies

- 11 (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 DELETE within 180 days after the recordkeeping copy has been produced. *Disposition Pending*

- 12 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.
Disposition Pending

900a. Inspections Correspondence Files - General. Correspondence relating to the IG inspections function that cannot logically be filed with detailed records listed below or received for information only and on which no action is required

- 13 (1) Recordkeeping copy (paper). DESTROY when 2 years old. *Disposition Pending*
(2) Electronic mail and word processing system copies

- 14 (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. DELETE within 180 days after the recordkeeping copy has been produced. *Disposition Pending*

- 15 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete
Disposition Pending