

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 OFFICE OF THE INSPECTOR GENERAL

2 MAJOR SUBDIVISION
 DEPARTMENT OF DEFENSE

3 MINOR SUBDIVISION
 OAIG-INVESTIGATIVE POLICY & OVERSIGHT

4 NAME OF PERSON WITH WHOM TO CONFER
 Retta Graham-Hall
 Records Management Officer

5 TELEPHONE
 (703) 604-9781

AVE BLANK (NARA use only)

JOB NUMBER
 71-509-03-3

DATE RECEIVED
 1-23-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 7-2-03 ARCHIVIST OF THE UNITED STATES
John W. Carl

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 3 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

DATE 01/15/2003 SIGNATURE OF AGENCY REPRESENTATIVE *J. Brance* TITLE Acting Director Administration & Information Management

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>THIS REQUEST FOR RECORDS DISPOSITION AUTHORITY COVERS RECORDS FOR THE</p> <p>OFFICE OF THE INSPECTOR GENERAL DEPARTMENT OF DEFENSE VOLUNTARY DISCLOSURE PROGRAM administered by the INVESTIGATIVE POLICY AND OVERSIGHT OFFICE</p> <p>which are not covered by the NARA General Records Schedule</p> <p>Please see the attached three (3) pages for the narrative</p> <p><i>cc Agency, NR, NRMW</i></p>		

VOLUNTARY DISCLOSURE PROGRAM

The Voluntary Disclosure Program Manager administers all voluntary disclosures by Defense Contractors

IGDM 5015.2 - 890. Voluntary Disclosure Program Management and Policy Files -

Voluntary Disclosure Program Management and Policy Files deal with issues relating to Program origination, implementation, and execution and issues that arise during the normal course of the Voluntary Disclosure Program. These files do not relate exclusively to a particular voluntary disclosure case. Policy Files consist of, but are not limited to, internal (OIG-IPO-OSD) and external (DoJ) correspondence establishing the VDP, revisions of the VDP Guidelines and master copy used for printing, correspondence with DOJ on specific issues of program, the GAO audit of the VDP, and periodic reports. Program Management files are opened and maintained for general matters of program administration and admission decisions. Most, if not all, of the program management and policy files remain in IPO.

Voluntary Disclosure Program Management and Policy Files exist from 1985 to present. Files are created as change in program or policy issues arise.

Volume: Approximately 3 file drawers of Policy Files and 3 file drawers of Program Management Files. Estimated annual growth is approximately ½ file drawer for each series.

Files are referenced daily.

a. Policy Files: PERMANENT. Cut files off when superseded or obsolete. Create new file folders for new issue as issues arise. Retain in the Voluntary Disclosure Program Office for two years, then transfer to Washington National Records Center. Transfer to the National Archives when 25 years old.

b. Program Management Files: TEMPORARY. Cut off files when superseded or obsolete. Create new file folders for new issue as issues arise. Retain in the Voluntary Disclosure Program Office for two years, then transfer to Washington National Records Center. Destroy when 25 years old.

c. Electronic mail and word processing system copies.

- (1) Copies that have no further administrative value after the recordkeeping copy are 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.
- (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete.

IGDM 5015.2 - 891. Voluntary Disclosure Case Files -

Contain but are not limited to material dealing with a specific voluntary disclosure case. There is a specific case file for each voluntary disclosure. Each file contains, but is not limited to, correspondence between the Voluntary Disclosure Program office and the contractor/its counsel, correspondence with various DoD components and with the Department of Justice. It also contains the voluntary disclosure agreement and DCIO case status reports and the final report of investigation and any settlement or other disposition agreements. The file may also contain DCAA Audit reports. An internal control number identifies each voluntary disclosure case. This is different from the MCIO case control number and the DoJ number.

Files are created when a new voluntary disclosure is received and a contractor requests admission to the Voluntary Disclosure Program. The file remains open until all criminal, civil and administrative remedies are completed. A case normally takes approximately 30 months to complete. A case is closed after the suspension/debarment decisions have been completed and the disclosing company has been notified that all government action has been completed.

Currently there are 433 voluntary disclosures and date back to 1985

Files are created as new disclosures are received.

Volume: Approximately 10 file drawers. The estimated annual growth is approximately 1.5 file drawers.

The closed Voluntary Disclosure case files are rarely referenced.

Create a new file each time a new Voluntary Disclosure Case is opened. Keep file open until closed. Close file in fiscal year in which case closed.

- a. Case files that meet one or more of the following criteria: 1) establish a precedent and result in a major policy or procedural change; 2) are involved in extensive litigation; 3) receive widespread news media attention; 4) are widely recognized for

uniqueness by specialists or authorities outside the government; or 5) are reviewed at length in the Agency's semiannual report to Congress. [Amended by R. Wire per R. Graham-Hall, 2/4/2003]

PERMANENT. Close file in fiscal year in which case closed. Retire to WNRC one year after case closure. Transfer to the National Archives 25 years after case closure.

b. All other case files.

TEMPORARY. Close file in fiscal year in which case closed. Retire to WNRC 1 year after case closure. DESTROY 25 years after case closure..

c. Electronic mail and word processing system copies.

(1) Copies that have no further administrative value after the recordkeeping copy are 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.

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