

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-330-10-6</i>	
1 FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>5/24/2010</i>	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records and Declassification Division, ESD, WHS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Luz D Ortiz	5. TELEPHONE (703) 588-6838	DATE <i>5/20/2011</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 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.

DATE <i>5/7/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE ROBERT STORER <i>[Signature]</i>	TITLE Chief, Records and Declassification Division
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>OFFICE OF THE SECRETARY OF DEFENSE SPECIAL INSPECTOR GENERAL FOR IRAQ RECONSTRUCTION (SIGIR)</p> <p>Background The Special Inspector General for Iraq Reconstruction (SIGIR) is a temporary federal agency serving the American public as a watchdog for fraud, waste, and abuse of funds intended for Iraq reconstruction programs SIGIR, the successor to the Coalition Provisional Authority Inspector General (CPA-IG), was created by Congress to provide oversight of all obligations, expenditures, and revenues associated with reconstruction and rehabilitation activities in Iraq SIGIR oversight is accomplished via independent audits, field inspections, and criminal investigations into potential fraud, waste, and abuse of funds</p> <p>SIGIR provides quarterly and semi-annual reports directly to the U S Congress See attached pages for file descriptions</p>		

SF 115 Submission for scheduling with (National Archives and Records Administration (NARA):

SPECIAL INSPECTOR GENERAL FOR IRAQ RECONSTRUCTION (SIGIR)

1 FILE TITLE: SIGIR Audit Files

FILE DESCRIPTION: Documents of audits conducted to determine whether programs and operations funded by Iraq reconstruction funds are being managed efficiently, effectively, economically and achieving the desired outcomes. The subjects of these examinations often include several federal agencies or entities. Audit reports are sent to the United States Congress and to the heads of the agencies examined. Included are

- Audit reports
- Working papers with substantive information
- Memorandum reports, which provide finding without recommendations and examinations of subjects from narrower perspectives, known as attestation engagements

DISPOSITION: PERMANENT Cutoff (COFF) 90 days after audit is completed. Retire hard copy files to WNRC when no longer needed for reference. Transfer to the National Archives when 10 years old or upon termination of SIGIR, whichever is first. Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Pre-accession is authorized, transfer to NARA when 10 years old or upon termination of SIGIR, whichever is first, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.

2 FILE TITLE: SIGIR Inspection Files

FILE DESCRIPTION: Documents of inspections of reconstruction projects conducted to determine the adequacy of work. The subjects of these examinations often include several federal agencies or entities and also the sustainability of projects handed over to the Iraqi government. Inspection reports are sent to the United States Congress and to the heads of the agencies examined. Included are

- Inspection reports
- Inspection schedules used in planning and preparing for long-range-inspections
- Correspondence relating to the inspection
- Working papers with substantive information
- Imagery and photographs

DISPOSITION: PERMANENT Cutoff (COFF) 90 days after inspection is completed. Retire hard copy files to WNRC when no longer needed for reference. Transfer to the National Archives when 10 years old or upon termination of SIGIR, whichever is first. Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and

continued reference Pre-accession is authorized, transfer to NARA when 10 years old or upon termination of SIGIR, whichever is first, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations

- 3 **FILE TITLE:** SIGIR Routine Criminal Investigations Reports and Case Files
FILE DESCRIPTION: Case files developed during routine investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations Investigative reports and related documents, such as correspondence, notes, attachments, and background and working files This includes investigative files relating to hotline complaints
DISPOSITION: TEMPORARY Cut off (COFF) when case is closed, retire to WNRC 5 years after case is closed Destroy/Delete 20 years after COFF

- 4 **FILE TITLE:** SIGIR Historical Criminal Investigations Reports and Case Files
DESCRIPTION: Case files on significant cases that attract national media attention resulting from office of Inspector General Investigations of alleged fraud, abuse, and irregularities and violations of laws and regulations, or result in a congressional investigation and or in substantive changes in agency policies and procedures
DISPOSITION: PERMANENT Cutoff (COFF) when case is closed, retire hard copy files to WNRC when no longer needed for reference Transfer to the National Archives 20 years or upon termination of SIGIR, whichever is first Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference Pre-accession to NARA when 10 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations Legal transfer to NARA will occur when 20 years old or upon termination of SIGIR, whichever is first,

- 5 **FILE TITLE:** Hard Lesson Files
DESCRIPTION: Records used to develop Hard Lesson, a wide ranging examination of the U S reconstruction effort in Iraq, an effort that involved \$450 billion in US funds Records include interviews with cabinet secretaries and their deputies and other senior officials who played key roles in Iraq reconstruction and the results of the review of thousands of documents Information is of long term historical significance documenting the lessons learned during the largest relief and reconstruction effort for one country in US history
DISPOSITION: PERMANENT Retire hard copy files to WNRC when no longer needed for reference Transfer to the National Archives when 30 years old or upon termination of SIGIR, whichever is first Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference Pre-accession to NARA when 10 years old, in medium and format acceptable to NARA in accordance with standards set forth in Federal regulations Legal transfer to NARA will occur when 30 years old or upon termination of SIGIR, whichever is first,