

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Department of Defense

2 MAJOR SUBDIVISION
U S European Command (USEUCOM) – J5/J8

3 MINOR SUBDIVISION
ECJ8-R

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Ryan Carter, RM Analyst, EUCOM International Call
011 49 711 680 9343

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-218-10-3

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

AFB 11

ARCHIVIST OF THE UNITED STATES



6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
30 Sep 09	 Dr. James Willson-Quayle	Chief - Records, Research, and Content Branch Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	USEUCOM Electronic Information System (See attached – Inspector General Assistance Database (IGAD))		

DRAFT SCHEDULE

United States European Command
EUCOM Inspector General Assistance Database

1st DRAFT SCHEDULE

Name of System EUCOM Inspector General Assistance Database

Description of System

The database is a historical recording of assistance provided to those seeking Inspector General Assistance. The first case recorded is 1 Dec 06 and new cases are continually added with the most current case entered 14 September 2009. Information includes personally identifiable information (PII), narrative details about the request for assistance, narratives describing attempts to resolve, points of contact and case closure information. The only forms used are MS access generated forms and queries for data searching.

1. Inputs/ Source Documents

A Source Documentation – Manually Entered Data Includes, but is not limited to, complaints received from anyone and input into database by Inspector General Personnel

GRS 20
ITEM, 2a1

Disposition: TEMPORARY Delete/destroy once data is entered into the system data file and verified.

1/22/2010
TW

B Imported Data EUCOM Inspector General Assistance Database manually entered by Inspector General Personnel

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ITEM 2a1

1/22/2010
TW

Disposition: TEMPORARY. See 2. Data File

2. Data File

See Inputs

Disposition: Cut off data by calendar year Delete / destroy 3 years after cut off

3. Outputs:

Create reports on statistical data derived from case load types. EUCOM Inspector General Assistance Database provides the ability to create ad-hoc reports and spreadsheets. This database is only shared by those in the EUCOM, Office of the Inspector General. It does not link to any outside systems or agencies

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ITEM 16, 1/22/2010
TW

DRAFT SCHEDULE

DRAFT SCHEDULE

4. System Documentation

These records include, but are not limited to, System Requirement Specification documents, user manuals, on-line help, technical manuals, and administrator guides relating to EUCOM Inspector General Assistance Database

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TW

Disposition: TEMPORARY See System Documentation, Series 1020 04 –
EJCSM 5760 01 Vol II

DRAFT SCHEDULE