

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-064-00-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **12/26/2022**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-064-00-004/1 superseded by DAA-0064-2016-0011-0001

N1-064-00-004/2/A superseded by N1-064-07-001/1

N1-064-00-004/2/B superseded by N1-064-07-001/2/A

rec. 2/3/00

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1.64.00.4</i>	
TO: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received <i>2.3.00</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Inspector General (OIG)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence Patlen	4 TELEPHONE NUMBER (301) 713-7330 x225	DATE <i>7-6-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
<p>5 AGENCY CERTIFICATION</p> <p>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>2</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.</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE FEB 2 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Murray</i>		TITLE <i>Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records of the Office of the Inspector General (OIG) -- Continued on attachment --		

Item No., Description of Item and Proposed Disposition

1. 1206 Audit Case Files.

Case files of internal audits on NARA programs, operations and procedures, and audits conducted on contractors. Records consist of audit reports, correspondence, and supporting work papers. Files are maintained by the Office of the Inspector General (OIG).

Cut off annually after completion of final report Hold 2 years and retire to records center
Destroy 8 years after cutoff

2. 1208 Investigative Case Files

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency This includes investigative files relating to employee and hot line complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers

2a. 1208-1 - Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in investigations

Cut off annually Destroy when 15 years old

2b. 1208-2 - All other investigative case files EXCEPT those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.*

Place in inactive file when case is closed. Cut off inactive file at end of fiscal year
Destroy 15 after cutoff

*NOTE. Significant case files, i.e., those that result in national media attention, Congressional investigation, and/or substantive changes in agency policy or procedure are not covered by this schedule

Cut off inactive file at end of fiscal year, hold 5 years and submit a SF 115 to NWML, via the NARA Records Officer. (NARA will determine their disposition on a case-by-case basis.)

3. Audit and Investigative case files - 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

Item No., Description of Item and Proposed Disposition

- 3a.** 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced

- 3b** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed

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