REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-036-01-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received April 16, 2001
1. FROM (Agency or establishment) Department of the Treasury	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 U. S. Customs Service	
3. MINOR SUBDIVISION Inspector General Office	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
John O. Roach	(202) 927-0529		

5. 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 ____ 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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/10/01	[signature]	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR UPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) Inspector General Records The attached schedule replaces General Records Schedule 22 which has been withdrawn. The attached represents the schedules for the US Customs Service.		

Inspector General Records

Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. Excluding those that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. 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 case files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

1. **Investigative Case Files.** Case files established to investigate allegation of fraud, abuse, and violations of laws and regulations, consisting of the final investigative report and correspondence, forms, reports, notes, and working files relating to the development of the final report.

a. Record Copy

Disposition: **Destroy 5 years after case is closed.**

b. Electronic Copies. Electronic version of records created by electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, which ever is later.

6. All Other Copies. All other distribution, conveyance, or otherwise duplicative copies of the documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference.

2. Non-Investigative Case Files. Files containing information or allegations of an investigative nature that do not result in establishment of a formal case file. The files 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 Inspector General investigations.

a. Record Copy

Disposition: **Destroy 5 years after case is closed.**

b. Electronic Copies. Electronic version of records created by electronic mail and word processing applications.

Disposition: **Temporary**. Delete when the file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

c. All Other Copies. All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Distribution: **Temporary**. Destroy when no longer needed for reference.

3. **High visibility Investigative Case Files**. Final investigation reports and case files that pertain to high ranking officials, attract national or regional media attention, or result in Congressional investigations or substantive changes in agency policies and procedures.

a. Record copy.

Disposition: **Permanent.** Transfer to a Federal Records Center 5 years after close of case and retire to archives after 5 years.

c. Electronic Copies. Electronic version or records created be electronic mail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

d. All Other Copies. All other distribution, conveyance, or otherwise duplicative copies of these documents regardless of media.

Disposition: **Temporary.** Destroy when no longer needed for reference.

4. **Audit case files.** Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.

a. Record Copy

Disposition: **Destroy 8 years after cutoff.**

b. Electronic Copies. Electronic version of records created by electronic ail and word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for updating or reference purposes, whichever is later.

c. All Other Copies. All other distribution. Conveyance, or otherwise duplicative copies

Disposition: **Temporary.** Destroy when no longer needed for reference.