

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>91-269-04-1</b>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>5-3-2004</b>	
1 FROM (Agency or establishment) GENERAL SERVICES 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 PUBLIC BUILDING SERVICES			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Marc A. Wolfe	5 TELEPHONE NUMBER 202-501-2514	DATE 10-13-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>  0  </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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/21/2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Marc A. Wolfe</i>		TITLE GSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<u>Giulio</u> , and pre-appointment screening files for hired Criminal Investigators Investigative files deriving from pre-appointment screening of successful applicants for Criminal Investigator positions, and files including specific information of an impeaching nature related to OIG employees who testify in criminal matters  Temporary Destroy one year after employee separation, or seven years after closing, whichever is later		
2	<u>Operational Reviews</u> Documents accumulated by the Office of Internal Evaluation (JE) in inspecting the activities of field audit offices, field investigative offices and other staff offices for the purpose of increasing operational and administrative effectiveness Files include inspection reports, management reviews (such as inspection reports, management control reviews, and preventive reviews) and related records  Temporary Destroy after subsequent office inspection but no earlier than three years after the previous inspection		
3	Electronic Mail and Word Processing System Copies  Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes		
<i>cc Agency, NR, NRMWA</i>			

	<p>electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination</p> <p>a Copies that have no further administrative value after the record keeping 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</p> <p>Disposition Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p> <p>Disposition Destroy/delete when dissemination, revision, or updating is completed</p>		
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