

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

NI-9-0.5-1

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

Date received

9/9/05

1 FROM (Agency or establishment)
GENERAL SERVICES ADMINISTRATION

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
OFFICE OF INSPECTOR GENERAL

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Marc A Wolfe

5 TELEPHONE NUMBER
202-501-2514

DATE

5/17/05

ARCHIVIST OF THE UNITED STATES

Alfred W. ...

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 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,

is not required

is attached, or

has been requested

DATE

14 March 2005

SIGNATURE OF AGENCY REPRESENTATIVE

Marc A. Wolfe

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<p>JC Subject Files (10C001) Correspondence, memoranda and documents relating to general legal services that, because of their nature, cannot logically be filed in one of the specific categories described in this appendix</p> <p>Disposition Temporary Review annually, destroy superseded or obsolete records</p>		
2	<p>Policy Precedent Files (10C005) Documents culled from the various OIG Office of Counsel files, at the conclusion of the retention period, recognized as having ongoing value and continued significance These include policy documents created at or near the inception of the OIG, letters, memoranda, and other correspondence either sent by the OIG Office of Counsel or drafted by the Office of Counsel, and settlement agreements in fraud litigation matters, including synopses, interagency correspondence, and internal analyses</p> <p>Disposition. Review annually, destroy superseded or obsolete records</p>		
3	<p>Fraud Matter Case Files (10C010) Records related to civil or criminal litigation, or the administrative handling, of government instigated matters addressing allegations of waste, fraud or abuse These files include False Claims Act cases, such as those brought under the qui tam whistleblower provision Files include court filings, investigative information, and case-specific correspondence, as well as suspension & debarment information</p> <p>Disposition Close when investigation and/or litigation completed Destroy 10 years after closing</p>	<p><i>annual B, P, C. 9/9/05</i></p>	
4	<p>Subpoena Files (10C015) Records related to the issuance of OIG subpoenas duces tecum and Right to Financial Privacy Act subpoenas, including internal memoranda, research, and copies of the subpoena, and the Office of Counsel cover letter These files may also contain proof of service and</p>	<p><i>instruct Agency cc HR, NWMWA</i></p>	

correspondence with subpoenaed parties (While these files may contain copies of documents produced in response to the subpoena, the OIG component requesting the subpoena retains the official copy of documents responsive to the subpoena.)

Disposition Close when production completed Destroy 10 years after closing

5 Disclosure Records (10C040)

a) Records accumulated in providing legal advice and assistance in responding to requests for information and/or records made of the OIG Includes Freedom of Information Act (FOIA) and Privacy Act requests, discovery requests in administrative matters involving GSA as a party, such as misconduct matters, MSPB appeals, and matters before the GSBCA, and discovery requests in litigation in which GSA is not a party

Disposition Close when disclosure processing completed For all records except Giglio and Henthorn requests involving OIG personnel, destroy 6 years after closing

b) Giglio and Henthorn requests and responses involving OIG and (for the period prior to its inclusion in the Department of Homeland Security) Federal Protective Service personnel These files also include requests for documents not encompassed by another category, such as PCIE requests However, these files exclude Congressional requests for information

Disposition Cut off closed cases annually ^{hold} 10 years then destroy unless subject is still employed by OIG, in which case destroy 1 year after subject separates from OIG

6 Legal Advice (10C050)

Records accumulated in providing legal advice and counsel to the Inspector General and to OIG components These files include written legal opinions legal advice, research, and supporting documents, as well as records generated in providing "informal" legal advice Records may include advice pertaining suspension & debarment, procurement, appropriations, ethics, public buildings, law enforcement, and the Inspector General Act as amended, as well as personnel issues generally and FOIA and Privacy Act issues that do not relate to a specific request

Disposition: Close after advice given and any follow-up concluded
Review annually, destroy superseded or obsolete records

7 Personnel Legal Assistance Records (10C070)

These records, filed by employee name, contain documents pertaining to OIG personnel and accumulated in rendering legal assistance to the Inspector General or OIG component on personnel matters These files may include matters involving an employee grievance, adverse personnel action, tort claim, or other contested matter, including the MSPB, EEOC, DOL, OPM, OSC, and Federal District Court These files may include Congressional constituent correspondence

Terminated, transferred or separate employees

a) Disposition Close at conclusion of litigation or after advice given and any follow-up concluded Hold for 10 years after closing, then destroy unless associate is still employed by OIG

Employees still employed by OIG after 10 years

b) Disposition Destroy 1 year after employee separates from OIG

Electronic Mail and Word Processing System Copies

8 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 electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination

a Copies that have no further administrative value after the record keeping copy is made Includes copies maintained by individuals in

Destroy 10 years after file has been closed and follow up has been completed.

approved by R. U. 9/9/05

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

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

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

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