

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

Job Number

NI-286-09-3

Date Received

8/31/09

1 From (Agency or establishment)

U.S. Agency for International Development

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

3 Minor Subdivision

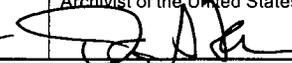
Office of Investigations (AIG/I)

4 Name of Person with whom to confer

5 Telephone (include area code)

Date

Archivist of the United States

03 July 12 

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 1 page(s) are not now 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 has been requested

Signature of Agency Representative

Cynthia Staples

Title

*Information + Records
Chief Division M/AS/IRD*

Date (mm/dd/yyyy)

8-26-09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Criminal Law Enforcement Records System (CLERS) (see attached)</p>		

**U.S. Agency for International Development
Office of Inspector General**

Major responsibilities of the OIG are to detect and prevent fraud, waste, abuse, and violations of law and to promote economy, efficiency and effectiveness in the operations of the U S Agency for International Development, the Millennium Challenge Corporation, the United States African Development Foundation, and the Inter-American Foundation Upon request, the OIG also provides oversight services to the Overseas Private Investment Corporation

1. Criminal Law Enforcement Records System (CLERS) Master File

The CLERS is a Web-based case file management system used to store and process all case-related information and statistics in connection with OIG administrative, civil, and criminal investigations It enables OIG investigators stationed domestically and overseas to work from a central, real-time, and secure resource and provides for a better level of tracking, data management, and statistical reporting of cases

Disposition **Temporary.** Cut off in calendar year in which case is closed
Delete 20 years after cut off

2. Investigative Case Files

The investigative case files contain information on all administrative, civil, and criminal matters of USAID involvement The files contain investigative reports and materials gathered or created with regard to investigations, which includes but is not limited to complaints, requests to investigate, statements from subjects, targets, and/or witnesses, affidavits, transcripts, police reports, medical records, evidence logs, correspondence, subpoenas and evidence obtained in response to subpoenas, and reports of laboratory examinations

a) Significant Investigative Case Files

Investigative files with significant historical value, including cases that may attract public interest and/or substantial national or regional media attention, result in a congressional investigation, involve senior level staff, result in substantive changes in USAID policies and procedures, or result in a criminal conviction, civil remedy, or significant administrative action An example of a significant case would be the investigation of the Academy for Educational Development (AED) for misconduct and fraud of contracts in Afghanistan and Pakistan

Disposition **Permanent.** Cut off in calendar year in which case is closed
Transfer to NARA 20 years after cutoff

b) Non-Significant Investigative Case Files

All other case files that do not meet the criteria for significant investigative case files

Disposition **Temporary.** Cut off in calendar year in which case is closed
Destroy 20 years after cut off