
U.S. Department of State Records Schedule

Chapter 29: Inspector General Records

General

A-29-001-01 Principal Officers Subject Files

Description: Records of the Inspector General, Deputy Inspector General, Counsel to the Inspector General, Senior Advisor, including relevant documentation facilitated by staff assistants, etc. in carrying out their duties. These records include, but are not limited to all incoming and outgoing correspondence relating to reports, special inquiries, compliance, congressional, including testimony (text and scripts); work papers; statements; decision papers, talking points; notes, including handwritten notes; meeting and briefing materials, background papers and material; including calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, and trips.

Disposition: Permanent. Cutoff files at the end of incumbent tenure. Retire to the Record Service Center (RSC) when 1 year old or sooner if no longer needed for business use. Transfer to the National Archives when 25 years old.

DispAuthNo: DAA-0059-2017-0002-0001 **Date Edited:** 2/16/2018

A-29-001-02 Program Records

Description: Consists of Office of Inspector General final reports, including transmittal correspondence, pertaining to post or Bureaus and includes overseas contingency operations reports highlighting specific responsibilities and inspections, inspections concerning policy issues and management, political and economic functions and performance rating system, audits related to posts grants management, contracts and acquisition, evaluations complementing the work of OIG's other offices, special inquiry, memorandum reports, management alerts, and management assistant reports. Also included are corresponding compliance files of all supporting documentation to include, but not limited, to correspondence, responses to report recommendations for improvements.

Disposition: Permanent. Cutoff files after final report has been issued or when compliance file has been closed. Retire to the Record Service Center (RSC) when 1 year old or sooner if no longer needed for business use. Transfer to the National Archives when 25 years old.

DispAuthNo: DAA-0059-2017-0002-0002 **Date Edited:** 2/16/2018

A-29-001-03 Working Files

Description: These records consist of drafts, and supporting documentation and correspondence prepared by the Office of Inspector General of the work performed during an inspection, audit and evaluation, including Management Alerts, Management Assistance Reports, and Special Inquiry and Memoranda Reports. Excluded are investigative working files.

Disposition: Temporary. Cutoff after final report has been issued. Destroy 7 years after cutoff, or when no longer needed for administrative, legal, or other operational purposes, whichever is later.

DispAuthNo: DAA-0059-2017-0002-0003 **Date Edited:** 2/16/2018

U.S. Department of State Records Schedule

Chapter 29: Inspector General Records

A-29-001-04 Investigative Reports and Files

Description: These records include, but are not limited to reports or case closing memorandums of investigation, and allegations of waste, fraud, abuse and mismanagement. This includes all investigative case files, including preliminary investigations, "Z" files, assessments and hotline files; statements; testimony; final case disposition; records of criminal, civil and administrative actions; incoming and outgoing correspondence, memoranda, and notes; and all other supporting documentation related to case files. Excluded are management assistance reports.

Disposition: Temporary. Retire 3 years after official file has been closed. Destroy when 25 years old.

DispAuthNo: DAA-0059-2017-0002-0004

Date Edited: 2/16/2018
