

**Schedule 22 - Evaluation, Inspection and Audit Records**

[Return to Table of Contents](#)

**Introduction**

The Inspector General monitors agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government agencies. Several other agencies have created nonstatutory OIGs. General Records Schedule 22, Inspector General Records, was withdrawn in December 1998 with the issuance of transmittal 8 from the National Records and Records Administration (NARA).

This schedule covers the files that are created by the Bureau of Land Management (BLM) when the Inspector General, the Department of the Interior, or the BLM conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies, and progress to the BLM Director or office heads.

General subject files concerning evaluation inspection, and audit records are covered by Schedule 23, Item 1a. Indexes to evaluation, inspection, and audit files are covered by Schedule 23, Item 9.

This schedule does not authorize disposal of investigative files for cases that result in national media attention, Congressional investigation, or substantive changes in the BLM policy or procedure. Offices who create or maintain such files must submit an SF-115 to the BLM Records Officer in accordance with the requirements of 36 CFR 1228.26.

Item	Record Series Description	Disposition Authority
1	<b>Reserved</b>	Formerly Fraud and Abuse Investigative Records withdrawn by NARA Transmittal 8 (12/1998).
2	<b>EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES [1240].</b> Documenting internal program audits, program evaluations, administrative and technical procedures reviews, and other reviews of BLM programs, operations, and procedures, including administrative and general management review task force records. Consists of the official report of the audit, review or evaluation, correspondence, and supporting documentation maintained by the office conducting the audit, review, or evaluation. Includes records created by streamlining and other team established to evaluate processes and procedures. Forms: BLM 1240-6, 7, 7a, 7b, 9, 12, 13, 14, 14b, 15. Confidentiality: Non-public record category 3. Location: All. Exclusions: Reference copies (Schedule 23/21), indexes to these records (Schedule 23/9) and organizational studies (Schedule 16/13).	TEMPORARY. Cutoff EOFY in which completed. Transfer to FRC 3 years after cutoff. FRC destroys 25 years after cutoff. NARA Job NC1-49-85-2, 25/4a.
3	<b>EVALUATION SCHEDULES [1240].</b> Record copies. Confidentiality: Non-public record category 3. Location: WO. Exclusions: Reference copies which may be destroyed when no longer needed.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-90-2, 22/4.
4	<b>OIG CONTACT REPORTS FILES [1245].</b> Forms: BLM 1245-1 and related correspondence. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-90-2, 22/5.