



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

June 17, 2008

INSPECTOR GENERAL INSTRUCTION 8180.1

RETRIEVAL OF ELECTRONIC RECORDS

FOREWORD

This Instruction establishes the Department of Defense Office of Inspector General Retrieval of Electronic Records policy.

The office of primary responsibility for this Instruction is the Information Systems Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SDWilson".

Stephen D. Wilson
Assistant Inspector General
for Administration and Management

2 Appendices

A. Purpose. This Instruction establishes the Department of Defense Office of Inspector General (DoD OIG) Retrieval of Electronic Records policy.

B. Applicability. This Instruction applies to the Offices of Inspector General, the Principal Deputy Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components.

C. Cancellation. This Instruction supersedes IGDINST 8180.1, November 1, 2002, and IGDINST 8180.1, March 6, 2008.

D. References. See Appendix A.

E. Definitions. See Appendix B.

F. Policy

1. Electronic records, including electronic mail (e-mail), may constitute official agency records and may be subject to retention and disposition schedules in accordance with (IAW) reference (a). Alternatively, they may be convenience files, defined in reference (a) as non-record copies of correspondence, forms, and other records kept solely for ease of access and reference.

2. In accordance with references (b) and (c), the OIG reserves the right to monitor and record all communications passing through its Local Area Network or Wide Area Network (LAN-WAN) for the performance of operation, maintenance, auditing, security, or investigative functions. The Information Systems Directorate (ISD) retains backup copies of all communications and electronic records on the LAN-WAN for 90 days, in compliance with reference (f). However, ISD cannot guarantee the availability of electronic records older than 90 days due to system limitations. The retention of official records is the responsibility of the OIG Records Manager and Component Records Officers.

3. Backup material, including convenience files, may be subject to retrieval for a variety of purposes.

4. Requests for redirection of electronic records, such as e-mail, to a destination not controlled by the intended recipient or file owner constitute a request for retrieval of electronic records.

5. All requests for retrieval of electronic records shall be made in writing to the Director, ISD IAW paragraphs F.5.a. and F.5.b. E-mail constitutes a written request.

a. The ISD may act upon all requests for records belonging to the requestor in IAW paragraph G.7.

b. The ISD will forward all other request for electronic records to the CIO for approval IAW paragraph G.1.

G. Responsibilities

1. The **Chief Information Officer (CIO)** shall be responsible for all official requests for electronic record retrievals. The CIO is the Assistant Inspector General for Administration and Management.

2. The **Assistant Inspector General for Communications and Congressional Liaison** shall be responsible for electronic records responsive to a Freedom of Information Act or Privacy Act request, references (d) and (e).

3. The **OIG Component Heads** shall implement this policy within their Components.

4. The **Director, ISD** shall:

a. Perform backups of electronic communications passing through the OIG LAN-WAN.

b. Maintain technical control of the retrieval process.

c. Deliver the retrieved information to the CIO for further action.

d. Reuse backup tapes unless advised otherwise by the Administration and Logistics Services Directorate (ALSD).

5. The **Director, ALSD** shall:

a. Determine when electronic records are subject to reference (a).

b. Advise Component Record Officers when record keeping copies of electronic records shall be made.

6. The **OIG Records Manager and Component Records Officers** shall ensure record originators or custodians are aware of the need to make record keeping copies of appropriate electronic records in accordance with references (a) (d) and (e).

7. The **End Users** are responsible for requesting retrieval of their own e-mails and convenience files.

**APPENDIX A
REFERENCES**

- a. IGDINST 5015.2, *Records Management Program*, May 3, 2007
- b. IGDINST 4630.1, *Electronic Mail Policy*, May 22, 2007
- c. IGDINST 4630.2, *Internet Policy*, August 3, 2007
- d. IGDINST 5400.7, *Freedom of Information Act (FOIA) Program*, May 11, 2006
- e. IGDINST 5400.11, *Privacy Act Program*, May 11, 2006
- f. Assistant Secretary of Defense memorandum, *Electronic Mail Records and Electronic Mail Retention Policies for the Department of Defense*, May 22, 2005

APPENDIX B DEFINITIONS

1. **Chief Information Officer (CIO).** The senior official appointed by the Inspector General who is responsible for developing and implementing information resources management in ways that enhance OIG mission performance through the effective, economic acquisition and use of information. The CIO is the Assistant Inspector General for Administration and Management.
2. **Component Records Officer (CRO).** An appointed individual who coordinates the records management functions for a Component and is responsible for correctly preparing all required forms used to retire or retrieve records to and from the records center. The CRO acts as the records management liaison between the Component and the OIG Records Manager.
3. **Convenience Files.** Non-record copies of correspondence, forms and other records kept solely for ease of access and reference.
4. **Disposition.** The actions taken regarding records no longer needed in current office space. These actions include transfer to agency storage facilities or federal records centers, transfer from one Federal agency to another, transfer of permanent records to the National Archives and Records Administration, and disposal of temporary records.
5. **Electronic Record.** A record that exists in an electronic format and can be accessed by computer technology.
6. **Electronic Mail (E-mail).** A means of communication that uses computer-to-computer data transfer technology, normally as textual messages or attached files.
7. **Local Area Network (LAN).** A system of connected computers using nodes that are processing locations. A node may be a computer or some other device.
8. **Record.** As defined in 44 U.S.C. 3301, the term includes: all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of data in them.
9. **Record Keeping Copy.** The copy of a record that is captured and maintained in a record keeping system. The "original" record can either be "created" or "received" regardless of physical form or characteristics that is captured and maintained in a record keeping system.
10. **Record Keeping System.** A manual or automated system in which records are created, collected, organized, categorized, and maintained to facilitate their preservation, retrieval, use, and disposition.

11. **Records Manager.** The person assigned responsibility by the agency head for overseeing an agency wide records management program.
12. **Retention Period.** The length of time that a record shall be kept before disposition.
13. **Wide Area Network (WAN).** A physical or logical network that provides data communications to a larger number of independent users than are usually served by a LAN and is usually spread over a larger geographic area than that of a LAN. Typically, a WAN consists of two or more LANs.