

Request for Records Disposition Authority

Records Schedule Number **DAA-0040-2015-0002**
Schedule Status **Approved**

Agency or Establishment **Department of Commerce**
Record Group / Scheduling Group **General Records of the Department of Commerce**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Inspector General Office**
Schedule Subject **Inspector General Semiannual Report to Congress**
Internal agency concurrences will be provided **No**

Background Information **This schedule includes records created by the Office of Inspector General, Department of Commerce. The Semiannual Report is created and maintained twice yearly.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0040-2015-0002

Sequence Number	
1	Semiannual Report to Congress
1.1	Semiannual Report to Congress Disposition Authority Number: DAA-0040-2015-0002-0001
2	Working papers of IG Semiannual Reports to Congress
2.1	Semiannual Report working papers Disposition Authority Number: DAA-0040-2015-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Semiannual Report to Congress Semiannual Report to Congress as mandated by the IG Act of 1978</p>
1.1	<p>Semiannual Report to Congress</p> <p>Disposition Authority Number DAA-0040-2015-0002-0001</p> <p>Finalized reports created by OIG and submitted to Congress in accordance with Congressional requirements. These reports summarize OIG's audit, evaluation, and investigative activities during the six month reporting periods and include required statistical data and reporting requirements. The two reporting periods cover Oct 1 - through March 31 and April 1 - September 30.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply All paper and electronic</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which report is sent to Congress.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1979 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Event driven</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2 Working papers of IG Semiannual Reports to Congress
Drafts and working papers of the Semiannual report created by the program offices of Office of Investigation and Office of Audit and Evaluation OIG and submitted to the Writer-Editors within Office of Audit and Evaluation, Standards of Quality and Control.

2.1 Semiannual Report working papers

Disposition Authority Number **DAA-0040-2015-0002-0002**

Drafts of the Semiannual Reports to Congress circulated for review sent to the OIG program offices for comments. Working files of the compiler of and contributors to the report. Project files containing a record of concurrence, comments, clearances, justifications, and other background notes or issuance history records for the report.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year in which the report is completed.**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/18/2014	Certify	Laura Bell	OIG FOIA Records Manager	Office of the Inspector General - Office of the Inspector General
12/29/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/13/2015	Submit For Certification	Laura Bell	OIG FOIA Records Manager	Office of the Inspector General - Office of the Inspector General
05/14/2015	Certify	Laura Bell	OIG FOIA Records Manager	Office of the Inspector General - Office of the Inspector General
08/24/2015	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/24/2015	Submit For Certification	Laura Bell	OIG FOIA Records Manager	Office of the Inspector General - Office of the Inspector General
08/25/2015	Certify	Laura Bell	OIG FOIA Records Manager	Office of the Inspector General - Office of the Inspector General
12/22/2015	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

12/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist