

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0014
 Schedule Status Approved

 Agency or Establishment Department of Justice
 Record Group / Scheduling Group General Records of the Department of Justice
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of the Inspector General
 Minor Subdivision Investigations Division
 Schedule Subject Report of Investigation Tracking System
 Internal agency concurrences will be provided No

Background Information The Report of Investigation Tracking System (ROI Tracking), created in 2006, is used by the Investigations Division of the Department of Justice Office of the Inspector General. The system tracks field office and Headquarters reviews of Reports of Investigations before they are finalized and sent to the affected DOJ component. ROI Tracking records approval dates, mailing dates, and responses to the Investigations Division's Customer Satisfaction Survey.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0014

Sequence Number

1

Master File

Disposition Authority Number DAA-0060-2012-0014-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="386 427 546 459">Master File</p> <p data-bbox="386 480 1179 512">Disposition Authority Number DAA-0060-2012-0014-0002</p> <p data-bbox="386 534 1513 676">ROI Tracking is a web-based relational database application. Its SQL tables capture case level status data, individual review actions and categories assigned, component names, and customer satisfaction survey data, and support the automatic e-mail feature and report calculations.</p> <p data-bbox="386 697 948 729">Final Disposition Temporary</p> <p data-bbox="386 751 882 783">Item Status Active</p> <p data-bbox="386 804 849 836">Is this item media neutral? Yes</p> <p data-bbox="386 857 849 978">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 data-bbox="386 1000 849 1081">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="386 1123 700 1155">Disposition Instruction</p> <p data-bbox="386 1176 1493 1283">Cutoff Instruction Cut off at the end of the fiscal year in which the Report of Investigation is approved for provision to the component</p> <p data-bbox="386 1304 1196 1336">Retention Period Destroy 5 year(s) after cutoff</p> <p data-bbox="386 1378 700 1410">Additional Information</p> <p data-bbox="386 1432 981 1464">GAO Approval Not Required</p>

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
03/05/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
09/04/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
09/10/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/11/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/11/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist