

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="384 427 546 459">Master File</p> <p data-bbox="384 480 1179 512">Disposition Authority Number DAA-0060-2012-0014-0002</p> <p data-bbox="384 534 1511 672">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="384 693 948 725">Final Disposition Temporary</p> <p data-bbox="384 746 882 778">Item Status Active</p> <p data-bbox="384 800 849 832">Is this item media neutral? Yes</p> <p data-bbox="384 853 849 970">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="384 991 849 1076">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1119 700 1151">Disposition Instruction</p> <p data-bbox="384 1172 1493 1289">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="384 1310 1196 1342">Retention Period Destroy 5 year(s) after cutoff</p> <p data-bbox="384 1374 700 1406">Additional Information</p> <p data-bbox="384 1427 981 1459">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 Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist