

## Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0019  
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  
Schedule Subject Audit Workplan  
Internal agency concurrences will be provided No

### Background Information

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0060-2012-0019

Sequence Number	
1	Annual OIG Audit Workplan Disposition Authority Number DAA-0060-2012-0019-0001

## Records Schedule Items

Sequence Number															
1	<p data-bbox="388 409 768 451"><b>Annual OIG Audit Workplan</b></p> <p data-bbox="388 462 1181 504">Disposition Authority Number     <b>DAA-0060-2012-0019-0001</b></p> <p data-bbox="388 514 1528 735">The Annual OIG Audit Workplan is a statement of the audit work the Audit Division intends to perform and oversee during a given fiscal year. The plan is designed to maximize the impact of audit resources. The plan must be flexible so it can be modified when appropriate and is supported by a dynamic planning cycle to address changing needs and priorities. Includes all official workplans for a given fiscal year.</p> <table data-bbox="388 745 949 1039"><tr><td data-bbox="388 745 768 787">Final Disposition</td><td data-bbox="784 745 949 787"><b>Temporary</b></td></tr><tr><td data-bbox="388 798 768 840">Item Status</td><td data-bbox="784 798 949 840"><b>Active</b></td></tr><tr><td data-bbox="388 850 768 892">Is this item media neutral?</td><td data-bbox="784 850 949 892"><b>Yes</b></td></tr><tr><td data-bbox="388 903 768 1039">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="784 903 949 1039"><b>No</b></td></tr></table> <p data-bbox="388 1060 702 1102"><b>Disposition Instruction</b></p> <table data-bbox="388 1113 1280 1218"><tr><td data-bbox="388 1113 768 1155">Cutoff Instruction</td><td data-bbox="784 1113 1280 1155"><b>Cut off at the end of the fiscal year</b></td></tr><tr><td data-bbox="388 1165 768 1207">Retention Period</td><td data-bbox="784 1165 1280 1207"><b>Destroy 5 year(s) after cutoff</b></td></tr></table> <p data-bbox="388 1239 702 1281"><b>Additional Information</b></p> <table data-bbox="388 1291 982 1344"><tr><td data-bbox="388 1291 768 1333">GAO Approval</td><td data-bbox="784 1291 982 1344"><b>Not Required</b></td></tr></table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Active</b>	Is this item media neutral?	<b>Yes</b>	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	<b>No</b>	Cutoff Instruction	<b>Cut off at the end of the fiscal year</b>	Retention Period	<b>Destroy 5 year(s) after cutoff</b>	GAO Approval	<b>Not Required</b>
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GAO Approval	<b>Not Required</b>														

### 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
09/04/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/11/2013	Submit for Concurrency	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/17/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist