

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-060-09-27</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/28/09</i>	
1 FROM (Agency or establishment) U S Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Inspector General		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Oversight and Review Division			
4 NAME OF PERSON WITH WHOM TO CONFER <i>7/9/09 Jane H Alpers</i>	1 TELEPHONE NUMBER 202-616-4550	DATE <i>7/9/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>2 AGENCY CERTIFICATION</b> 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 on the attached ___1___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>7/8/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><b>O&amp;R Case Tracking System</b></p> <p>The Office of the Inspector General (OIG) was established in the U S Department of Justice (Department) on April 14, 1989. The OIG investigates alleged violations of criminal and civil laws, regulations, and ethical standards arising from the conduct of the Department's employees in their numerous and diverse activities. The OIG provides leadership and assists management in promoting integrity, economy, efficiency, and effectiveness within the Department and its financial, contractual, and grant relationships with others.</p> <p>The Oversight and Review (O&amp;R) Division investigates sensitive allegations involving Department employees, often at the request of the Attorney General, senior Department managers, or Congress. O&amp;R also conducts systemic reviews of Department programs. O&amp;R uses the O&amp;R Case Tracking System to capture and track data related to case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations.</p> <p style="text-align: center;">(SEE ATTACHED)</p>		

**U.S. Department of Justice, Office of the Inspector General  
Oversight and Review Division  
O&R Case Tracking System**

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**1. Inputs**

**Description** The data is originated from a case form that is completed by the Assistant Inspector General, O&R, and then entered manually by authorized O&R personnel into appropriate fields of the O&R Case Tracking System.

**Disposition:** Maintain case form with appropriate case file

*filing instruction*

**2. Master File**

**Description** The principal data maintained for tracking purposes are names of subjects of investigations, summaries of allegations, and case disposition information. The system contains data fields such as case number, subject name, office involved, complainant, summary of allegations, assigned OIG personnel, date opened, date closed, deadline information, and final disposition.

**Disposition:** PERMANENT. Cut off at the end of the fiscal year in which the investigation is closed. Transfer to the National Archives 25 years after cutoff or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

**3. Outputs**

**Description** The system is used to generate *ad-hoc* reports and the "Summary of Investigation" report which is run monthly and provides cumulative case information to division senior managers. This information includes the subject of the investigation, OIG personnel assigned to the case, allegations, and current case status.

**Disposition:** TEMPORARY. Cut off at the end of the fiscal year in which all recommendations resulting from a review are closed. Delete/destroy 25 years after cutoff or when the agency determines that the information is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

**4. System Documentation**

**Disposition:** PERMANENT. Transfer to the National Archives when Master Files of closed cases are transferred to the National Archives.

*GRS 20, item 11(p)(2)*