

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-09-34</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/11/09</i>	
1. FROM (Agency or establishment) U.S. Department of Justice		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Inspector General			
3. MINOR SUBDIVISION Management and Planning Division			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Jane H. Alperson</i> <i>9/1/09</i>		5. TELEPHONE 202-616-4550	DATE <i>9/11/09</i>
		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
6. 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 on the attached <u>  1  </u> 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>9/1/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director/OPMP</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>M&amp;P Controlled Correspondence Tracking System</b>  The Office of the Inspector General (OIG) was established in the U.S. Department of Justice 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.            <b>(SEE ATTACHED)</b>		

**U.S. Department of Justice, Office of the Inspector General  
Management and Planning Division  
M&P Controlled Correspondence Tracking System (MPCC)**

The Management and Planning Division (M&P) of the Office of the Inspector General (OIG) provides the Inspector General with advice on administrative and fiscal policy and assists OIG divisions and offices by providing services in the areas of planning, budget, finance, quality assurance, personnel, training, procurement, automated data processing, computer network communications, and general support. In its administrative support role, M&P receives requests for information and action from organizations outside the OIG. M&P records and tracks information regarding such requests and the associated M&P responses in its M&P Controlled Correspondence Tracking System (MPCC).

**1. Inputs.**

**Description:** Authorized personnel of the Immediate Office of M&P identify relevant information from correspondence or e-mails provided by M&P management and manually enter the data into the MPCC.

**Disposition:** TEMPORARY. Cut off files at the end of the <sup>fiscal</sup>calendar year. Destroy/delete 4 years after cutoff.

**2. Master File.**

**Description:** MPCC is a database that tracks information regarding requests to M&P and M&P responses. Information tracked includes, but is not limited to, control number, title or subject, assignee, date received, date due, extensions, and closure.

**Disposition:** TEMPORARY. Cut off files at the end of the <sup>fiscal</sup>calendar year. Destroy/delete 4 years after cutoff.

**3. Outputs.**

**Description:** MPCC generates ad hoc reports on an as-needed basis.

**Disposition:** TEMPORARY. Destroy/delete when no longer needed. (GRS 20)

*- change made per agreement during appraisal visit. RF*

**4. System Documentation.**

**Disposition:** Destroy/delete when superseded or obsolete. (GRS 20)