

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-45</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/21/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>9-17-09 Jane H. Alpersom</i>	5 TELEPHONE NUMBER 202-616-4550	DATE <i>3/12/2010</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>9/21/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Phibbs</i>		TITLE <i>Director / OPRM</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Medical Database</p> <p>The Office of the Inspector General (OIG) was established in the U.S. Department of Justice (DOJ) 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>(SEE ATTACHED)</p>		

**U.S. Department of Justice Office of the Inspector General
Management and Planning Division
Medical Database**

The Management and Planning Division (M&P) of the OIG provides the Inspector General with advice on administrative and fiscal policy and assists OIG components by providing services in the areas of planning, budget, finance, quality assurance, personnel, training, procurement, automated data processing, computer network communications, and general support. M&P ensures that the OIG's criminal investigators maintain current and acceptable physical fitness as part of the position qualifications.

M&P maintains a database that tracks the due dates and completion dates for physical examinations required as a condition of employment for criminal investigators. This tracking system allows M&P's Office of Human Resources to alert the criminal investigators of the pending deadline for physical examination and of their adjudicated results.

1. Inputs.

Description: The data is manually entered into the database by authorized personnel of M&P's Office of Human Resources from e-mails and oral communication received from the hiring office and from faxes received from the designated medical examiner.

Disposition: Inputs are part of the Employee Medical Folder as described in GRS 1, Item 21.

Filing Instruction

2. Master File.

Description: A database that tracks information regarding physical examinations required of criminal investigators. Information tracked includes, but is not limited to, employee name, social security number, birth date, last physical date, next physical date, and notes.

Disposition: TEMPORARY. Cut off files at the end of the fiscal year in which the employee's employment with the OIG as a criminal investigator ends. Destroy/delete 4 years after cutoff.

3. Outputs.

Description: The database generates ad hoc reports on an as-needed basis.

Disposition: TEMPORARY. Delete/destroy when no longer needed.

GRS 20,16

4. System Documentation.

Disposition: Delete/destroy when superseded or obsolete.

GRS 20-11a1