

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-47</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	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Audit Division			
4 NAME OF PERSON WITH WHOM TO CONFER Jane H. Alpers <i>9-17-09 Jane H. Alpers</i>	5 TELEPHONE 202-616-4550	DATE <i>9/21/09</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>9/21/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director / OIG</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of Operations Audit Tracking & Information System (OO) 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 it's financial, contractual, and grant relationships with others (SEE ATTACHED)		

Department of Justice Office of Inspector General
Audit Division
Office of Operations Audit Tracking & Information System (OO)

The Audit Division, which conducts, reports on, and tracks the resolution of financial and performance audits of organizations, programs, and functions within DOJ. Financial audits examine financial statements and financially related activities. Performance audits review economy, efficiency, and programmatic issues. The Audit Division also monitors expenditures made under DOJ contracts, grants and other agreements.

Office of Operations Audit Tracking & Information System (OO) tracks milestone dates and supplemental memoranda such as Investigative Assist Memoranda, Management Information Memoranda, Technical Assist Memoranda, and Notices of Irregularities.

1. Inputs.

Description Authorized personnel of the Audit Division's Office of Operation manually input relevant data into the OO database. Such data is extracted from working papers, internal and external draft and final audit reports, and Investigative Assist Memoranda, Management Information Memoranda, Technical Assist Memoranda, and Notices of Irregularities.

Disposition: File source documents with appropriate audit working file or audit report file

File Instruction

2. Master File.

Description The master file captures data in the following tables: Program Managers, Agency ID, Audit Type, IG Regions, Audits, Investigative Assist Memoranda, Management Information Memoranda, Technical Assist Memoranda, and Notices of Irregularities.

Disposition TEMPORARY. Cut off at end of fiscal year after all recommendations resulting from an audit are closed. Delete/destroy 10 years after cutoff.

3. Outputs.

Description Users generate *ad hoc* query reporting on an as-needed basis.

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

GRS 20/16

4. System Documentation.

Disposition TEMPORARY. Delete/destroy when superseded or obsolete.

GRS 20/11