# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**Date received:** 9/25/09

## JOB NUMBER

N1-060-09-59

## 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

### 1. FROM (Agency or establishment)

Department of Justice

### 2. MAJOR SUBDIVISION

Civil Rights Division

### 3. MINOR SUBDIVISION

### 4. NAME OF PERSON WITH WHOM TO CONFER

Gary Wong

### 5. TELEPHONE NUMBER

(202) 517-1224

### 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 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.

- [x] is not required  
- [ ] is attached, or  
- [ ] has been requested

**DATE**  
7/28/09

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Jeanette Plante

**TITLE**  
Director, Office of Records Management Policy

### 7. ITEM NO

### 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

**Online Investigative Management Tool (OIMT)**

The Housing and Civil Enforcement Section conducts testing investigations for the purpose of identifying and documenting patterns and practices of illegal discrimination in housing, lending and in places of public accommodation for the purpose of enforcing the federal Fair Housing Act and other civil rights laws

**SEE ATTACHED**

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115-109  
PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV 3-91)  
Prescribed by NARA 36 CFR 1228
Department of Justice: Civil Rights Division: Online Investigative Management Tool (OIMT)

OIMT system assists the Test Coordinators to:

- Maintain and organize list of test sites (proposed and authorized).
- Prepare summaries, including a Preliminary Test File Report, which contains a preliminary analysis of test results for completed tests and/or completed investigations for review by supervisors and attorneys.
- Prepare summaries, including a Testing Evidence Transfer Report, which contain key data for entry into the shared testing program database and test files associated with completed testing investigations.

1. Inputs

The data is manually entered by authorized users of the Housing section after the test has been completed.

Disposition: PERMANENT. Transfer to NARA in accordance with previously approved schedule.

2. Master File

The database maintains records for test sites by test ID. Data fields include: Test Trip Date, Structure, Test Coordinator, Test Type Initiated by, Agent, Tester, Nature of Contact, Recorded, Test Year, State, District Code, Reference, Test Site number, Site Name, Preliminary Analysis, Time, etc.

Disposition: PERMANENT. Transfer to National Archives 10 years after testing investigation is complete.

3. Outputs

- Test Sites By Judicial Districts
- Test Sites By Investigation Area
- Sites by Investigation Area Sorted by Owner/Company Name
- Authorized Test Sites by Investigation Area

Disposition: TEMPORARY, destroy/delete when superseded or obsolete. (GRS 20)

4. System Documentation

Disposition: PERMANENT. Transfer to NARA with Master File. (GRS 20)