

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 01-60-09-65	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/29/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Immediate Office			
4 NAME OF PERSON WITH WHOM TO CONFER Jane H. Alperson <i>Jane H. Alperson</i>	5 TELEPHONE NUMBER 202-616-4550	DATE 9/29/09	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 9/30/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jessette Platte</i>		TITLE Director, OIGMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Office of the Inspector General Controlled Correspondence System</b>  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.  (SEE ATTACHED)		

**U.S. Department of Justice Office of the Inspector General  
Immediate Office Tracking Systems**

The Immediate Office of the Office of the Inspector General (Immediate Office) consists of the Inspector General, the Deputy Inspector General, senior counsel, and administrative staff. The Immediate Office uses two systems to track incoming and outgoing correspondence and other documents.

**IMMEDIATE OFFICE DOCUMENT TRACKING SYSTEM (ASKSAM)**

The OIG Immediate Office Document Tracking System (known as AskSAM) is used by the staff directly supporting the Inspector General to log incoming and outgoing documents, such as memoranda, letters, invitations, and all documents referenced in the Immediate Office's Controlled Correspondence System.

**1. ~~Inputs.~~**

Description ~~The inputs are extracted from incoming and outgoing documents and entered into the system by authorized personnel from the Immediate Office of the Inspector General.~~

Disposition ~~File source documents with the appropriate case file~~ *Filing Instruction*

**2. Master File.**

Description: AskSAM System is a client server based database that uses vendor software, "AskSAM". For each item recorded, the master file contains a control number (if assigned), date, from, subject, and distribution field.

Disposition PERMANENT Cut off at the end of each Inspector General's tenure in which the correspondence action is closed. Transfer to National Archives 15 years after cutoff in accordance with 36 C F R. 1228 270.

**3. ~~Outputs.~~**

Description ~~No outputs are generated from this system.~~

**4. ~~System Documentation.~~**

Disposition ~~PERMANENT Transfer to National Archives with the initial transfer of the Master File and then subsequently with every transfer.~~

*GRS 20, item 11*

## OIG CONTROLLED CORRESPONDENCE SYSTEM

The OIG Controlled Correspondence System is used by the staff directly supporting the Inspector General to assign and control correspondence that requires action on the part of the OIG. The Controlled Correspondence System captures information about documents and actions that have assigned due dates.

### 5. Inputs.

Description The data consists of (a) descriptive data extracted from the incoming controlled correspondence, enclosures, copies of the OIG responses, and the Controlled Correspondence form, and (b) control-related data generated by authorized personnel who directly support the Inspector General. These personnel manually enter all data into the system.

Disposition PERMANENT. Cut off at the end of each Inspector General's tenure in which the correspondence action is closed. Transfer to National Archives 15 years after cutoff.

### 6. Master File.

Description Information used to track controlled correspondence includes, but is not limited to, the OIG control number, correspondence from, organization from, correspondence to, received date, date of correspondence, Executive Secretariat number and due date (if applicable), short summary of document, type of correspondence, division assigned, OIG due date, date sent to division, date closed, and comments.

Disposition TEMPORARY. Cut off at the end of each Inspector General's tenure in which the correspondence action is closed. Delete/destroy 15 years after cutoff.

### 7. Outputs.

Description No outputs are generated from this system.

### 8. System Documentation.

Disposition TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records (GRS 20, Item 11 a 2).