

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 01-60-69-66	
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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Investigations Division			
4 NAME OF PERSON WITH WHOM TO CONFER Jane H. Alpersen <i>Jane H. Alpersen</i>	5 TELEPHONE NUMBER 202-616-4550	DATE 29 DEC 11	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>2</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>Jeanette P. [Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Investigations Database Management System (IDMS) 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 Inspector General
Investigations Division
Investigations Database Management System (IDMS)**

The Investigations Division of the OIG investigates violations of fraud, abuse, and integrity laws that govern DOJ employees, operations, grantees, and contractors. Investigations Division Special Agents develop cases for criminal prosecution and civil or administrative action.

The Investigations Database Management System (IDMS) is a relational database system that tracks the stages of a complaint throughout its lifetime. IDMS captures information about the opening, assignment, and closing of allegations and cases. A new matter is assigned a complaint number by the system and all related notebooks track information by the complaint number or by the persons involved. The user can perform searches on any field, and can create reports and form letters. The user can also track the hours spent on investigations and create timesheets. Enforcement actions, referrals, investigative activities, and criminal, civil, and administrative actions taken against any subject are tracked within the database. All documents related to a matter can be stored electronically, searched, and retrieved using the document management system. The OIG has identified this system as mission critical. IDMS contains data that is law enforcement sensitive and access to IDMS is restricted.

1. Inputs.

Description Authorized personnel of the Investigations Division both manually input data into IDMS and also download relevant data from non-OIG systems. Data is manually keyed into the system as new information becomes available. Data is also extracted from documents that become part of a case file, this data is manually input into IDMS. In addition, authorized personnel of the Investigations Division download monthly DOJ personnel information from the National Finance Center, and monthly management referral data from the Federal Bureau of Prisons Office of Internal Affairs.

- a. ~~NFC and BOP Downloaded Data~~
Disposition TEMPORARY Destroy when superseded or obsolete GRS 20, item 2
- b. ~~Inputs that Become Part of the Case Files~~
Disposition TEMPORARY File source documents in the appropriate case file, as applicable Filing Instruction
- c. ~~All Other Source Data~~
Disposition Cut off files at the end of the calendar year. Destroy/delete after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of or serve as a back up to the electronic records GRS 20, item 2

2. Master File.

Description IDMS is a client/server relational database application that captures pertinent information related to the following subject matter areas: complaints, persons, referrals, cases, judicial, enforcement requests, administrative actions, civil actions, time entry,

system time entry, Investigative Activity Report, staff, and websites. In addition, IDMS has specialized tabs that apply to particular notebooks. For example, the Civil Rights tab provides the tools for users to record required referral of civil rights allegations to the Civil Rights Division, track pending matters, and record decisions. The Alias tab records and tracks the names by which a person related to an investigation is known. The Confidentiality tab records and tracks whether the identity of a person related to an investigation can be and subsequently is revealed.

Disposition PERMANENT Cut off at the end of the fiscal year in which the investigation is closed. Transfer to the National Archives 25 years after cutoff or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

3. Output.

a Case-Specific Reports

Description The system can generate case-specific reports (such as complaint form reports, subject of investigation reports, list of exhibits reports, investigation reports, judicial action reports and judicial actions per complaint reports).

Disposition TEMPORARY File current case-specific reports in the appropriate case file, as applicable. Destroy when superseded or obsolete.

Filing Instruction

b Multi-Case Reports

Description The system can generate multi-case reports (such as weekly new investigations reports, daily report of new complaints, open cases by field office reports, and open cases by area office reports). The weekly new investigations report goes to senior OIG managers each week.

Disposition TEMPORARY Destroy/delete multi-case reports when superseded or obsolete.

GRS 20, items 6 + 16

4. System Documentation.

Disposition. PERMANENT Transfer to the National Archives when Master Files of closed cases are transferred to the National Archives.

GRS 20, item 11(a)(2)