

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 01-60-09-67	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Evaluation and Inspections Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jane H. Alperson <i>Jane H. Alperson</i>	5 TELEPHONE NUMBER 202-616-4550	DATE 9/30/09	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> 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>[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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">Information Tracking System</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
Evaluation and Inspections Division
Information Tracking System (ITS)**

The Evaluation and Inspections Division (E&I) provides the Inspector General with an alternative mechanism to traditional audit and investigative disciplines to assess DOJ programs and activities. In addition to assessing Department programs, the Division conducts special reviews requested by the Inspector General or senior Department management that arise suddenly and need immediate attention.

The E&I Information Tracking System (ITS) captures information about ongoing and completed evaluations and inspections. It also provides project management functions for E&I.

1. ~~Inputs.~~

Description: Authorized E&I personnel input the data manually as events occur. Data may come from a variety of sources, including but not limited to Request for Assignment Number, Assignment Announcement Memo, Weekly Reports to the Inspector General, e-mails from management and staff, draft and final reports, synopses for the OIG Semiannual Report to Congress, and OIG correspondence. In addition, some data is obtained during weekly job briefings.

Disposition: File with appropriate case file, operations file, or administrative file and dispose according to applicable General Records Schedule or OIG-specific schedule.

Filing Instruction

2. Master File.

Description: Data captured in ITS includes, but is not limited to, project assignment number, project name, project initiation and completion dates, who initiated the project, the type of review conducted, the component(s) involved in the review, dates of major project milestones, names of supervisors and inspectors who worked on the project, number of work hours spent on the project, final products issued, number of recommendations for each project, and current status of recommendations—Resolved-Open, Resolved-Closed, Unresolved.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which all recommendations resulting from an evaluation or inspection are closed. Delete/destroy 15 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. ~~Outputs.~~

Description: Authorized personnel with access to ITS can generate a number of standard reports relating to administrative and operational accomplishments and resource usage. Such reports are available on an as-needed basis.

Disposition: TEMPORARY. Destroy/delete when no longer needed for business purposes.

*GRS 20,
items 4, 5, 16*

4. ~~System Documentation.~~

Disposition: TEMPORARY. Destroy/delete when superseded or obsolete.

GRS 20,
item 11(a)(i)