To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
7601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 5/6/10

1 FROM (Agency or establishment)
Department of Justice

2 MAJOR SUBDIVISION
Office of the Inspector General

3 MINOR SUBDIVISION
Management and Planning Division

4. NAME OF PERSON WITH WHOM TO CONFER
Jane H. Alperson

1 TELEPHONE NUMBER
202-616-4550

2 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 __1__ 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, is not required.  

☐ is not required  ☐ is attached, or  ☐ has been requested

DATE
6/21/11

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Director/CRMP

7 ITEM NO
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Clearance Tracking Database

The Office of the Inspector General (OIG) was established in the Department of Justice 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.
Department of Justice: Office of Inspector General

Clearance Tracking Database

The Clearance Tracking Database has not been used since August 16, 2007, when the OIG began participating in the Electronic Questionnaires for Investigations Processing (e-QIP) program. The Office of Security Programs is the Clearance Tracking Database owner and maintains the stand-alone database which captured information from the security checklist and badge checklist. The database previously linked and captured data biweekly from the Employee Database by populating various fields of the Clearance Tracking Database with new employee information.

1. Input.

Description: Data was downloaded biweekly from the Employee Database and populated various fields within the Clearance Tracking Database with new information. Other data such as the office location, security checklist, and badge checklist were manually entered when a new employee reported for duty or changes occurred in security status.

Disposition: TEMPORARY. Destroy/Delete when data have been entered into the master file or database and verified. (GRS 20, Item 1b)

2. Master File. The database tracks employee security and related information regarding security checklist, badge checklist, carrier cards, and building access via DataWatch electronic security system or its successor. Information tracked includes, but is not limited to, employee identification number, employee name, office employee type (agent, contractor, student); badge number, badge status (active, retired, stolen), badge issuance and returned date; courier card ID, NSI, SCI, issue & return date; building access (DataWatch) number, issuance & returned date, and gender.

Disposition: TEMPORARY. Cut off files at the end of the payroll year in which the employee leaves, transfers, or retires from the OIG. Destroy/delete 4 years after cutoff.

3. Output. The database generates ad hoc reports on an as-needed basis.

Disposition: TEMPORARY. Delete/destroy when no longer needed. (GRS 20, Item 16)


Disposition: TEMPORARY. Destroy when superseded or obsolete. (GRS 20, Item 11 a (1))