

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-060-11-2	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/6/10	
1 FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Management and Planning			
4. NAME OF PERSON WITH WHOM TO CONFER Jane H. Alpers	1 TELEPHONE NUMBER 202-616-4550	DATE 10 May 2011	ARCHIVIST OF THE UNITED STATES 
<b>2 AGENCY CERTIFICATION</b> 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 9/29/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Director / DRMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Employee Database</b>  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  (SEE ATTACHED)		

**Department of Justice: Office of the Inspector General  
Employee Database**

The Employee Database is used to track employees throughout their tenure at the OIG and provide historical/analytical employment data. The Employee Database is an OIG employee data repository which is maintained in a SQL Server database consisting of two data tables maintained by the OIG's Office of Information Technology (OIT). Biweekly employee information data feeds are generated and downloaded from the National Financial Center (NFC) and Microsoft Outlook allowing information to populate various OIG-wide electronic systems such as, but not limited to, Property Management Information System (PROMIS), and Footprints, a tracking database for Help Desk requests. The Employee Database also is used as a simplified reporting tool for current and historical employee data and used to populate electronic forms created and maintained by the OIG.

**1. Inputs.**

Description: Biweekly personnel data feeds are downloaded from NFC and Microsoft Outlook systems into the Employee Database. Other data such as the emergency contact information and office location are manually entered when employees provide initial or updated information.

Disposition: TEMPORARY. Destroy/delete when data have been entered into the system and verified. (GRS 20, Item 2c)

~~GRS 20.26~~

**2. Master File.**

Description: The master file has four tables within the Database.

The *Current NFC Employee Pay Period Data Table* contains employee data for current employees, downloaded biweekly from NFC. Thus, the data is completely replaced every two weeks. The table holds such information as Employee ID, SSN, Organization Level, Name, Gender, Handicap, Home Address, City, State, Zip, Birth Date, Education Level, Instructional Program, Enter on Duty Date, Leave Date, Within Grade Increase Date, Type Appointment, Supervisory Code, Title, Grade, Grade Date, Salary, Retired Date, and Separation Date.

The *NFC Historical Table* contains employee data for both current and past employees. All data have been downloaded biweekly from NFC. This table shows the most recent NFC information for all individuals in the database. The table contains such information as Employee ID, SSN, Organization Level, Name, Gender, Handicap, Home Address, City, State, Zip, Birth Date, Education Level, Instructional Program, Enter on Duty Date, Leave Date, Within Grade Increase Date, Type Appointment, Supervisory Code, Title, Grade, Grade Date, Salary, Retired Date, and Separation Date.

The *Master Employee Network Information Table* contains information extracted from the OIG's Microsoft Outlook application multiple times each week, such as Employee ID, login, e-mail address, and current employee status.

The *Master Employee Intersection Table* contains the NFC Employee ID and the IGNITE log-in ID which are the two keys to running reports from the database.

**a. Current NFC Employee Pay Period Data.**

Disposition: TEMPORARY. Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

**b. The NFC Historical Table, the Master Employee Network Information Table, and the Master Employee Intersection Table.**

Disposition: TEMPORARY. Cut off records when employee leaves the OIG. Destroy/delete 3 years after cutoff.

**3. Outputs.**

Description: OIT produces biweekly reports from the Employee Database that are provided to various OIG divisions and offices. These recurring reports are listed below. OIT also generates ad-hoc reports on an as needed basis.

- a. OIG Alphabetical Personnel Listings.** Separate reports with employees listed alphabetically by last name are produced for each division (employees listed alphabetically by last name) and also for the entire OIG.

Disposition: TEMPORARY. Cut off at the end of the payroll year. Destroy/delete 3 years after cutoff.

- b. OIG Organizational Personnel Listing.** This single report groups current employees by division and then, within each division, lists current employees alphabetically by last name.

Disposition: TEMPORARY. Cut off at the end of the payroll year. Destroy/delete 3 years after cutoff.

- c. OIG Enter On Duty and Promotion Dates report.**

Disposition: TEMPORARY. Cut off at the end of the payroll year. Destroy/delete 3 years after cutoff.

- d. OIG Telephone Directory by Organization report.**

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy/delete 2 years after cutoff. (GRS 23, Item 1)

- e. Ad-hoc reports.**

Disposition: TEMPORARY. Destroy/delete when no longer needed. GRS 20.2a

**4. System Documentation.**

Disposition: TEMPORARY. Destroy when superseded or obsolete. GRS 20.11a1