

Department of Justice: Office of the Inspector General

Project Proposal Database

The Evaluation and Inspections Division (E&I) Project Proposal Database is a relational database used by E&I to capture data associated with various project proposals. This data includes: project proposal number; project names; who submitted the proposal; the date the proposal was submitted on; the fiscal year in which the proposal was submitted; the components involved in the proposal; and the current status of the proposal. Subsequently, this information serves as a repository of potential project proposals that may be used by the OIG to identify future evaluations/inspections.

1. Inputs.

Description: Authorized E&I personnel manually enter and extract relevant information from a completed Project Proposal Form submitted by E&I staff.

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

2. Master File.

Description: The Project Proposal Database is used to track various projects that are proposed by E&I staff. The master file has six tables within the database: (1) tbleApprovedProjects, (2) tbleNames, (3) tblProjectProposals, (4) tblProjectProposals(Old), (5) tblStatus; and (6) tblYears.

a. Project Proposals--Accepted.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the recommendations associated with the evaluation/inspection that the project proposal generated are closed. Delete/destroy 15 years after cutoff or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

b. Project Proposals—Not Accepted.

Disposition. TEMPORARY. Cut off at the end of the fiscal year in which the project proposal is submitted. Delete/destroy 10 years after cutoff or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

3. Outputs.

Description: Ad-hoc reports are generated on an as needed basis.

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

4. System Documentation.

Disposition: Destroy when superseded or obsolete.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