

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-60-99-11</i>	DATE RECEIVED <i>8/10/99</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Inspector General			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Cindy Steiner</i> 7/27/99 Cindy Steiner	5. TELEPHONE 202-616-4561	DATE <i>5-19-00</i>	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 2 page(s) are not now needed for the business of 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 attached; or has been requested.

DATE <i>8/3/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Bernard W. Berglund	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1,	<p style="text-align: center;">Audit/Inspections Files</p> <p>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.</p> <p>Audit files. Files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting workpapers. These files provide reasonable assurance that an adequate audit was conducted and provide principal support for the auditors' report. The file may also contain, when applicable, printed copies of email and word processing documents described in Item #6.</p>		

Agency, nomd, nomw

Disposition. TEMPORARY. Headquarters may transfer to the Washington National Records Center (WNRC) and field offices may transfer to their servicing Federal records centers two years after all audit recommendations are closed. Destroy eight years after all audit recommendations are closed.

2. **Auditors' report.** Final audit reports approved by the Auditor.

Disposition. PERMANENT. Headquarters may transfer to the WNRC and field offices may transfer to their servicing Federal records centers in four year blocks when the most recent report is two years old. Transfer to the National Archives when the most recent report is eight years old.

3. **Inspection files.** Files of internal reviews of agency programs and operations, and of external reviews of contractors and grantees, containing inspection reports, correspondence, memoranda, evidence, and supporting work papers. These files provide reasonable assurance that an adequate inspection or review was conducted and provides principal support for the inspectors' report. The file may also contain, when applicable, printed copies of e-mail and word processing documents described in Item 6.

Disposition. TEMPORARY. Transfer to the WNRC two years after all inspections recommendations are closed. Destroy eight years after all inspections recommendations are closed.

4. **Inspectors' reports.** Final inspection reports approved by the Inspector.

Disposition. PERMANENT. Transfer to the WNRC in four year blocks when the most recent report is two years old. Transfer to the National Archives when the most recent report is eight years old.

5. **Investigation Case Files.** Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments and working papers.

a. Record copy of case files of significant value because the case (1) attracts national media attention (2) results in a Congressional investigation OR (3) results in substantive changes to DOJ policies and procedures. Examples include the investigation of the "Good Old Boy Roundup" and the investigation into the FBI lab. Significant cases will be selected by the Department Of Justice, Office of the Inspector General based on the criteria listed in this item.

Disposition. PERMANENT. Transfer to the WNRC one year after closing. Transfer to the National Archives ten years after closing (Note: Non-record material, records covered by the General Records Schedules, and other non-substantive records may be destroyed during archival processing.) (Approved under NARA Job Number N1-60-97-4)

- b. Files containing information or allegations which are of an investigative nature, but do not relate to a specific investigation. Includes anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.

Disposition. TEMPORARY. Transfer to the WNRC one year after closing. Destroy five years after closing.

- c. All other investigative case files not covered by items a and b.

Disposition. TEMPORARY. Transfer to the WNRC one year after closing. Destroy ten years after closing.

6. **Electronic version of e-mail messages and word processing documents.** Records created and received via electronic systems that support audit and inspections will be copied to paper and filed in the appropriate case file. E-mail messages shall include message text, attachments, drafts, and transmission and receipt data. The process of filing described in Items 1 thru 5 above is the recordkeeping system.

Disposition. TEMPORARY. Delete after copying to paper and placement in the recordkeeping system.

All changes to this proposed schedule have been approved by:

Cary C. Conn
NARA Appraiser

1/5/00
Date

Frederic J. Steiner 12/16/99
Office of Inspector General Date

Bernard M. England 12-21-99
DOJ Records Officer Date