

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. DEPARTMENT OF LABOR	
2. MAJOR SUBDIVISION OFFICE OF INSPECTOR GENERAL	
3. MINOR SUBDIVISION OFFICE OF INVESTIGATIONS	
4. NAME OF PERSON WITH WHOM TO CONFER PAMELA K. DAVIS	5. TELEPHONE 202-693-5116

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-174-00-1	
DATE RECEIVED 1/11/00	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 7-14-00	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 ___ 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 1/10/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE DEPARTMENT OF LABOR DEPARTMENT 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 GRS OR SUPERSEDED JOB CITATION	10.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)

* **OIG Investigative Case Files**

Files established to investigate allegations of fraud, abuse, and violations of laws and regulations. Cases relate to agency personnel, programs, and operations administered or financed by the agency, including contractors and others having a relationship with the agency.

1. Investigative case files. Include correspondence, forms, reports, notes, transcripts of interviews, electronic data from outside sources, and final investigative report.

- ** a. Significant case files that involve agency personnel at the Program Director or above level, result in intense media coverage; result in further investigation by Congress; or involve substantial amounts of money, excluding Labor Racketeering Investigations which are covered by Job No. N1-174-93-1.

Permanent Cut off files at the end of the fiscal year in which file is closed. Transfer closed files to off site storage area Transfer to National Archives 10 years after cutoff.

Volume on hand: 0
Annual accumulation: <1 cubic foot

- b. All other case files

Temporary. Cut off at the end of the fiscal year in which file is closed. Transfer to offsite storage area. Destroy 10 years after cutoff.

- c. Electronic records received from outside sources.

Temporary. Transfer to storage media at the end of the fiscal year in which file is closed Delete 10 years after closure.

- d Electronic mail and word processing records created on electronic mail and word processing systems and used solely to generate a record keeping copy. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1.) Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories or other personal directories on hard disk or network drive, and copies on shared network drives that are used only to produce the record keeping copy.

Destroy/delete within 180 days after the record keeping copy has been produced

* New schedule approved by RLO via e-mail, 2/1/00

* additional item approved by DOL, OIG, RLO via e-mail on 3/21/00

(2.) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Destroy/delete when dissemination, revision, or updating is completed, or no longer needed.

2. Investigation Intelligence System (IIS). Data containing uncorroborated information of alleged criminal activity by individuals or organizations, excluding electronic files which are not directly related to current Labor Racketeering or Program Fraud criminal cases.

a. Inputs. Transcripts of interviews, information downloaded from Internet sources, complaint letters and memorandums, notations from hotline telephone calls, and other similar information in textual formats. This information is keyed into the system verbatim.

Temporary. Destroy 2 years after entry or when no longer needed, whichever is longer.

b. Electronic data

(1.) Information not confirmed 2 years after initial input.

Temporary. Delete.

(2.) Information confirmed but not associated with case or established criminal organization.

Temporary. Delete 5 years after initial input

(3.) Information connected to long term, known organized crime activity.

Temporary. Review 10 years after initial entry. Delete 10 years after initial entry if no longer needed

c. Outputs.

Various reports containing information on the number of cases of specific violations, time involved in investigation, number of sources, etc.

Temporary. Destroy 1 year after printout or when no longer needed, whichever is sooner.

d. Documentation needed to administer the IIS

Temporary. Destroy/delete when updated or no longer needed, whichever is sooner

3. Investigative Case Tracking System.

a Inputs. Case numbers, hours involved, employee assignments and other information necessary for tracking case load, indexing case information, and managing agent work hours. Information is taken from files covered by item 1 above.

b. Electronic data.

(1.) Temporary. Delete when no longer needed.

c Outputs. Summary reports used for analysis. May be in either textual or electronic format.

(1.) Temporary. Delete/Destroy when no longer needed.

d. Documentation needed to access and use Investigative Case Tracking System

Temporary. Destroy/delete when updated or no longer needed, whichever is sooner.