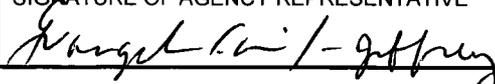


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-056-09-18	
1 FROM (Agency or establishment) Department of Treasury		DATE RECEIVED 8/4/09	
2 MAJOR SUBDIVISION Departmental Offices		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Inspector General			
4 NAME OF PERSON WITH WHOM TO CONFER Evangela C Wimbush-Jeffrey	5 TELEPHONE 202-622-6120	DATE 7 Dec 09	ARCHIVIST OF THE UNITED STATES 
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 <u>2</u> pages(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, <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/4/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Departmental Offices Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Encl Task Correspondence Management-Office of Counsel Tracking System.</p> <p>Background: The Department of the Treasury's Office of Inspector General (OIG) was established in 1989 by the Secretary in accordance with the Inspector General Act Amendments of 1998. The OIG is headed by an Inspector General who is appointed by the President of the United States with the advice and consent of the United States Senate. The Inspector General reports to the Secretary of the Treasury through the Deputy Secretary and provides the Secretary with independent and objective reviews of the department's operations. The Inspector General is required to keep both the Secretary and the Congress fully and currently informed about the problems and deficiencies relating to the administration of department programs and operations and the necessity for corrective action. Serving with the Inspector General in the Immediate Office is a Deputy Inspector General. During FY 2004, the OIG has an authorized budget of \$13,000,000 and a staff of 100 full-time civil servants.</p>		Alteration approved per discussion w/agency records officer 9/24/2009

Description:

entelliTrak Correspondence Management-Office of Management Tracking System is a web-based system that provides a range of features including A complete set of data elements and on-screen formatting recommended for case management, a platform independent architecture (including Windows and UNIX), broad database compatibility, including Oracle and MS SQL Server, browser-based (MS internet Explorer, Netscape) access requiring no software to be install on the users' desktop, and low system maintenance requirements

The system facilitates the manageability and efficiency of casework handled by the Office of Counsel The system tracks case assignments from receipt to completion, provides valuable information to OIG staff working in the Office of Counsel, internal reports, and improve customer service.

Inputs:

Information in this system comes primarily from the individuals who make requests for ethics or legal advice, individuals who make Giglio requests, individuals who are complainants, appellants, and plaintiffs in Equal Employment Opportunity (EEO), Merit Systems Protection Board (MSPB), and Federal Court litigation and employees handling cases

5 **Disposition:** TEMPORARY Delete case information ~~30~~ years after case is closed or when no longer needed for administrative, investigative, legal, audit or other operational purposes

Disposition altered per discussion w/ agency records officer and system manager 9/24/2009

System Data:

The system contains personal information about individuals who make or are the subject of Giglio requests, individuals who are the complainants, appellants or plaintiffs in EEO, MSPB or Federal Court litigation, individuals who are witnesses or contacts in litigation, OIG employees who request ethics or other legal advice

5 **Disposition:** TEMPORARY Delete case information ~~30~~ years after case is closed or when no longer needed for administrative, investigative, legal, audit or other operational purposes

Disposition altered per discussion w/ agency records officer and system manager 9/24/2009

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

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JOB NUM

Outputs:

Reports are created from this system on an as needed basis. The status of cases is given from this system when requested.

Disposition: TEMPORARY Delete case information ~~5~~ 15 years after case is closed or when no longer needed for administrative, investigative, legal, audit or other operational purposes.

System Documentation:

Codebooks, records layout, user guide, and other related materials.

Disposition: TEMPORARY Delete/destroy when superseded or 5 years after the system is obsolete, whichever is later.

Disposition altered per discussion w/ agency records officer and system manager 9/24/2009

except in
CRS 20
item 11