

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-056-09-22	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 7/7/09	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Evangelina C Wimbush-Jeffrey	5 TELEPHONE 202-622-6120	DATE 11 Aug 10	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> 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, <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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Hotline Database 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. Description: This system tracks and documents incoming telephonic and written questions or complaints forwarding allegations of fraud, waste, and abuse of Treasury programs, or allegations of misconduct concerning Treasury employees. Upon initial screening, records housed in this database are those	Superseded by NI-56-00-2 lc	

that were not categorized as actions to be taken under Treasury OIG cognizance or jurisdiction as criminal/administrative investigations, inquiries, or administrative bureau referrals

Inputs:

OIG-OI personnel physically enter the information in the electronic field blanks in Microsoft Access

*exception to LC
GRS 20.2*

Disposition: PERMANENT Cut off every 5 years
Transfer to NARA after 5 years

System Data:

Records housed in this database are those that were not categorized as actions to be taken under Treasury OIG cognizance or jurisdiction as criminal/administrative investigations, inquiries, or administrative bureau referrals

Disposition: PERMANENT Cut off every 5 years
Transfer to NARA after 5 years

*Destroy after 10 yrs
or when no longer needed for administrative*

Outputs:

On a daily basis, a hard copy of the input forms is printed out, attached to the hard-copies of the complaint/hotline correspondences and filed after referral/disposition/response is completed for each one

*LC 5/6/10
exception to GRS 20
investigative, legal, audit
or other operational
purpose*

Statistically, the output used for this database is a total number of hotlines received & processed, which is required for ad hoc data calls. Additionally, the number is reported in the Semi-Annual Report to Congress

There also exists a recently created daily internal report for OIG-OI which shows a brief listing of the hotlines entered into the database for that particular date run. To date, none of the data or information from this system is transferred to other electronic systems

1 Hard copy printouts

Disposition: TEMPORARY Destroy after ~~10~~ ⁴ years or when no longer needed for administrative, investigative, legal, audit or other operational purposes

JOB NUM

2 Statistical reports

~~Disposition: PERMANENT~~ Transfer to NARA after ~~5~~ years Destroy after 16 years or when no longer needed for administrative, investigative, legal, audit or other operational purposes LC

3 Daily internal reports

~~Disposition: TEMPORARY~~ Destroy after ~~18~~ ¹⁸ years 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: PERMANENT.~~ Retire to Washington National Records Center after 5 years or when no longer needed Transfer to NARA after 10 years

GRS 20.11