REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   U.S. Environmental Protection Agency

2. MAJOR SUBDIVISION
   Office of the Inspector General

3. MINOR SUBDIVISION
   Planning Analysis Reporting

4. NAME OF PERSON WITH WHOM TO CONFER
   Chris O’Donnell

5. TELEPHONE
   202-566-1669

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 _4_ 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
   1/14/04

   SIGNATURE OF AGENCY REPRESENTATIVE
   Chris O’Donnell

   TITLE
   Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   EPA - 707     Inspector General Operations and Reporting System (IGOR)
EPA Records Schedule 707

Status: Final, 02/21/2007

Title: Inspector General Operations and Reporting System (IGOR)

Program: Inspector General

Applicability: Agency-wide

Function: 301-093 - Program Monitoring

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

• N1-412-04-2

Description:

The Inspector General Operations and Reporting System (IGOR) tracks information on the Office of Inspector General's (OIG's) activities such as audits, evaluations, general assignments, investigations and special projects. It assists OIG management with planning and assessment of OIG activities and links those activities to the strategic plan, budget and performance results. The system has three reporting modules: (1) assignment reports; (2) time reports; and (3) semi-annual reports which include information to Congress as required by the Inspector General's Act.

Disposition Instructions:

Item a: Electronic software program

• Disposable

• Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

Item b: Input

• Disposable

• Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

• Disposable

• Maintain individual records up to 2 years after completion of action, then delete.
Item d: Output and reports

- Varies
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- Disposable
- Delete when superseded or obsolete.

Guidance:
IGOR currently interfaces with the Management Audit Tracking System (MATS), scheduled as EPA 090, and OIG AutoAudit, scheduled as part of EPA 089. It will interface with the PeoplePlus system which will be scheduled as EPA 300. It replaces the following systems:

- Consolidated Index System (CIS) - EPA 706
- Prime Audit Tracking System (PATS) - EPA 090
- Investigation Tracking System (ITS) - EPA 090
- Personnel Security System (PSS) - EPA 090
- Suspension and Debarment System (SDS) - EPA 089

Records are covered by EPA Privacy Act Systems #40, 41, and 42.

Reasons for Disposition:
IGOR was developed to replace several Y2K noncompliant applications and to assist OIG with management and assessment. The recommended disposition meets program needs.

Custodians:
Office of Inspector General, Planning Analysis Reporting (PAR)

- Contact: Charles Lewis
- Telephone: 202-566-2645

Related Schedules:
EPA 089, EPA 090, EPA 300, EPA 706

Previous NARA Disposal Authority:
Entry: 07/11/2002
EPA Approval: 01/14/2004
NARA Approval: 07/29/2004