

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-27	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/17/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Management & Planning Staff, Audit Liaison Group			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Theis	5 TELEPHONE NUMBER 202-307-0116	DATE 5/19/2009	ARCHIVIST OF THE UNITED STATES Adrienne Shuman
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 needed now for the business for 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 8/14/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Platte</i>		TITLE Director / o p m p
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

The function of the Audit Liaison Group (ALG) is to:

- inform senior management of significant GAO and OIG activities and recommendations.
- provide training and support to component audit liaisons and audit attorneys on GAO audits and reviews, including correspondence to Congress
- provide training and support to components on OIG audits, reviews, and inspections
- oversee and provide guidance on component responses to OIG and GAO recommendations and activities to reach solutions and closures
- coordinate and guide the preparation of correspondence and responses related to audit activities to reflect Department policy.
- Act as audit liaison for the Justice Management Division of the Department

1. Audit and Inspections Case Files

Files containing audit reports, correspondence, memoranda, component responses, corrective actions taken, and audit working papers and background documents received and maintained by the Management and Planning Staff – Audit Liaison Group or its successor. Files address internal and external audits of DOJ programs, operations, and procedures, as well as audits of contractors and grantees conducted by GAO, the DOJ OIG or other Federal agencies OIGs.

Disposition: Temporary. Cut off at the end of calendar year after all findings have been resolved by the department and/or component. Destroy/delete six (6) years after cutoff.

2. Investigation Case Files

Files containing reports and background documentation developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws received and maintained by the Management and Planning Staff – Audit Liaison Group or its successor. 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 and investigative files relating to employee and hotline complaints, etc. Files consist of reports and related documents, such as correspondence, notes attachments and working papers for investigations that were conducted by GAO and other Federal agencies.

Disposition: Temporary. Cut off at the end of calendar year in which the investigation is closed. Destroy/delete six (6) years after cutoff.

3. Reports to Congress

a. DOJ Office of the Inspector General Semi-Annual Report to Congress created by the Office of the Inspector General.

b. AG Semi-Annual Report to Congress with transmittal letter. Record set of Attorney General Status Reports maintained by the Management and Planning Staff -- Audit Liaison Group or its successor, which highlight DOJ activities and progress toward achieving resolution and closure of OIG audit recommendations during reviews of DOJ programs and operations.

Disposition: PERMANENT. Cut off at the end of the calendar year in which reports are sent to Congress. Maintain reports at DOJ and transfer to NARA 10 years after cut off.

c. Background and supporting information (paper and electronic) used to compile the Attorney General Semi-Annual Report to Congress maintained by the Management and Planning Staff – Audit Liaison Group.

Disposition: Temporary. Cut off after the AG Semi-Annual Report to Congress has been published and forwarded to the Congress. Destroy/delete when no longer needed for reference or administrative purposes or within six-months of cutoff, which ever is sooner.

4. Audit Liaison Program -- General Program Correspondence and Training Material

General Audit Liaison Program correspondence and training material of a temporary nature related to auditing activities and the auditing program, used primarily for reference and background information.

Disposition: Temporary. Cut off at the end of the calendar year or when superseded by new material. Destroy three (3) years after cutoff.