REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-060-09-48
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/21/09
1 FROM (Agency or establishment) U.S. Department of Justice	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Office of the Inspector General	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION Audit Division/Office of Policy and Planning	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Jane H. Alperson 9-17-09 Jane H. Alperson	202-616-4550	12 Oct 10	

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 ___1___ 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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/21/2009	Jeanette Porter	Director / OPMP

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Audit Division Administrative Management System (ADAM) The Office of the Inspector General (OIG) was established in the U.S Department of Justice (DOJ) on April 14, 1989 The OIG investigates alleged violations of criminal and civil laws, regulations, and ethical standards arising from the conduct of the Department's employees in their numerous and diverse activities The OIG provides leadership and assists management in promoting integrity, economy, efficiency, and effectiveness within the Department and its financial, contractual, and grant relationships with others **(SEE ATTACHED)**		

Department of Justice Office of the Inspector General
Audit Division
Audit Division Administrative Management System (ADAM)

The Audit Division conducts, reports on, and tracks the resolution of financial and performance audits of organizations, programs, and functions within DOJ. Financial audits examine financial statements and financially related activities. Performance audits review economy, efficiency, and programmatic issues. The Audit Division also monitors expenditures made under DOJ contracts, grants and other agreements.

The Audit Division Administrative Management System (ADAM) was designed and implemented to assist the Audit Division in managing and tracking administrative processes including, but not limited to: travel, training, supplies, requisitions, and budgets. The Office of Policy and Planning's (OPP) goal in implementing the system is to automate many of the division's administrative processes in order to benefit all division and regional staff members.

1. **Inputs.**

   Description: The data is manually entered into the system by authorized personnel of the Audit Division from source documents created by the Audit Division including, but not limited to, travel authorizations and vouchers; training plans, requests and evaluations; and requisitions and associated documentation for supplies and equipment.

   Disposition: Cut off in the fiscal year in which the action is completed. Destroy/delete 5 years after cutoff.

2. **Master File.**

   Description: The ADAM is a relational database that contains data related to divisional expenditures on travel, training, equipment, and supplies; basic employee information such as name, title, telephone number, and office; training plans, requests, and evaluations of training courses. Database tables include: Travel, Daily Travel Expenses, Training, Training Plan, Employee Information, Requisitions, Supplies, Equipment, Fund Type, Offices, Agencies, Allocations, Audit Targets, Audit Types, Users, and Workdays

   Disposition: TEMPORARY. Cut off in the fiscal year in which the action is completed. Destroy/delete 5 years after cutoff.

3. **Output.**

   Description: Reports are run on a monthly basis for Audit Division and OPP personnel to review. Typical reports provide status of budget allocations, office training, office travel, and project tracking statistics for audits.

   Disposition: TEMPORARY. Delete/destroy when no longer needed. GRS 20.5

4. **System Documentation.**

   Disposition: Destroy when superseded or obsolete. GRS 20.11a(1)