REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

N1-GG-09-66

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

9/29/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
Investigations Division

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Jane H Alperson	202-616-4550	29 DEC 11	

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 __2__ 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
9/30/2005		Director, OKMP

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Investigations Database Management System (IDMS) 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)		

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

U.S. Department of Justice Office of Inspector General
Investigations Division
Investigations Database Management System (IDMS)

The Investigations Division of the OIG investigates violations of fraud, abuse, and integrity laws that govern DOJ employees, operations, grantees, and contractors Investigations Division Special Agents develop cases for criminal prosecution and civil or administrative action

The Investigations Database Management System (IDMS) is a relational database system that tracks the stages of a complaint throughout its lifetime IDMS captures information about the opening, assignment, and closing of allegations and cases A new matter is assigned a complaint number by the system and all related notebooks track information by the complaint number or by the persons involved The user can perform searches on any field, and can create reports and form letters. The user can also track the hours spent on investigations and create timesheets Enforcement actions, referrals, investigative activities, and criminal, civil, and administrative actions taken against any subject are tracked within the database All documents related to a matter can be stored electronically, searched, and retrieved using the document management system The OIG has identified this system as mission critical IDMS contains data that is law enforcement sensitive and access to IDMS is restricted

1. **Inputs.**

   <u>Description</u> Authorized personnel of the Investigations Division both manually input data into IDMS and also download relevant data from non-OIG systems Data is manually keyed into the system as new information becomes available Data is also extracted from documents that become part of a case file, this data is manually input into IDMS In addition, authorized personnel of the Investigations Division download monthly DOJ personnel information from the National Finance Center, and monthly management referral data from the Federal Bureau of Prisons Office of Internal Affairs

   a NFC and BOP Downloaded Data
      Disposition TEMPORARY Destroy when superseded or obsolete   G R S 20, item 2

   b Inputs that Become Part of the Case Files
      Disposition TEMPORARY File source documents in the appropriate case file, as applicable   Filing Instruction

   c All Other Source Data
      Disposition   Cut off files at the end of the calendar year Destroy/delete after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of or serve as a back up to the electronic records   G RS 20, item 2

2. **Master File.**

   <u>Description</u> IDMS is a client/server relational database application that captures pertinent information related to the following subject matter areas complaints, persons, referrals, cases, judicial, enforcement requests, administrative actions, civil actions, time entry,

system time entry, Investigative Activity Report, staff, and websites In addition, IDMS has specialized tabs that apply to particular notebooks for example, the Civil Rights tab provides the tools for users to record required referral of civil rights allegations to the Civil Rights Division, track pending matters, and record decisions The Alias tab records and tracks the names by which a person related to an investigation is known The Confidentiality tab records and tracks whether the identity of a person related to an investigation can be and subsequently is revealed

Disposition PERMANENT Cut off at the end of the fiscal year in which the investigation is closed Transfer to the National Archives 25 years after cutoff or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later

3. Output.

a Case-Specific Reports
Description The system can generate case-specific reports (such as complaint form reports, subject of investigation reports, list of exhibits reports, investigation reports, judicial action reports and judicial actions per complaint reports)

Disposition TEMPORARY File current case-specific reports in the appropriate case file, as applicable Destroy when superseded or obsolete. Filing Instruction

b Multi-Case Reports
Description The system can generate multi-case reports (such as weekly new investigations reports, daily report of new complaints, open cases by field office reports, and open cases by area office reports) The weekly new investigations report goes to senior OIG managers each week

Disposition TEMPORARY Destroy/delete multi-case reports when superseded or obsolete
GRS 20, items 6 + 16

4. System Documentation.

Disposition. PERMANENT Transfer to the National Archives when Master Files of closed cases are transferred to the National Archives
GRS 20, item 11(a)(2)