INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-11-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DOJ confirmed on November 19, 2020, that the database is no longer in use and all records have been destroyed at the agency.

Date Reported: 11/01/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1 - 060 - 11 - 1

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

Date received 5/6/10

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of Justice	

2 MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
Office of the Inspector General	
3 MINOR SUBDIVISION	
Management and Planning Division	

4. NAME OF PERSON WITH WHOM TO CONFER	1 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Jane H. Alperson	202-616-4550	16 th 2011	

2 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
9/29/2010		Director / GRMP

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Clearance Tracking Database The Office of the Inspector General (OIG) was established in the Department of Justice 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

Department of Justice: Office of Inspector General

Clearance Tracking Database

The Clearance Tracking Database has not been used since August 16, 2007, when the OIG began participating in the Electronic Questionnaires for Investigations Processing (e-QIP) program. The Office of Security Programs is the Clearance Tracking Database owner and maintains the stand-alone database which captured information from the security checklist and badge checklist. The database previously linked and captured data biweekly from the Employee Database by populating various fields of the Clearance Tracking Database with new employee information.

1. Input.

Description: Data was downloaded biweekly from the Employee Database and populated various fields within the Clearance Tracking Database with new information. Other data such as the office location, security checklist, and badge checklist were manually entered when a new employee reported for duty or changes occurred in security status

Disposition: TEMPORARY. Destroy/Delete when data have been entered into the master file or database and verified. (GRS 20, Item 16)

2. Master File. The database tracks employee security and related information regarding security checklist, badge checklist, carrier cards, and building access via DataWatch electronic security system or its successor Information tracked includes, but is not limited to, employee identification number, employee name, office employee type (agent, contractor, student); badge number, badge status (active, retired, stolen), badge issuance and returned date; courier card ID, NSI, SCI, issue & return date; building access (DataWatch) number, issuance & returned date, and gender

Disposition. TEMPORARY Cut off files at the end of the payroll year in which the employee leaves, transfers, or retires from the OIG. Destroy/delete 4 years after cutoff

3. Output. The database generates ad hoc reports on an as-needed basis.

Disposition TEMPORARY Delete/destroy when no longer needed. (GRS 20, Item 16)

4. System Documentation.

Disposition· TEMPORARY Destroy when superseded or obsolete (GRS 20, Item 11 a (1))