

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-11-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/6/10</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Inspector General			
3 MINOR SUBDIVISION Management and Planning Division			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Jane H. Alpersen</i>		1 TELEPHONE NUMBER 202-616-4550	DATE <i>10th 2011</i>
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 <u> 1 </u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
DATE <i>9/29/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director/GRMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

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))