

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NI-060-11-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Evaluation and Inspections Division					
4. NAME OF PERSON WITH WHOM TO CONFER Jane H. Alperson <i>Jane H. Alperson</i>		1 TELEPHONE NUMBER 202-616-4550	DATE <i>June 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
<b>2 AGENCY CERTIFICATION</b> 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.					
DATE <i>9/29/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane H. Alperson</i>			TITLE <i>Director / OIG</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	<b>Project Proposal Database</b>  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 the Inspector General**

**Project Proposal Database**

The Evaluation and Inspections Division (E&I) Project Proposal Database is a relational database used by E&I to capture data associated with various project proposals. This data includes: project proposal number; project names; who submitted the proposal; the date the proposal was submitted on; the fiscal year in which the proposal was submitted; the components involved in the proposal; and the current status of the proposal. Subsequently, this information serves as a repository of potential project proposals that may be used by the OIG to identify future evaluations/inspections.

**1. Inputs.**

Description: Authorized E&I personnel manually enter and extract relevant information from a completed Project Proposal Form submitted by E&I staff.

Disposition: TEMPORARY. Destroy/Delete when data have been entered into the database and verified. (GRS 20, Item 2c)

**2. Master File.**

Description: The Project Proposal Database is used to track various projects that are proposed by E&I staff. The master file has six tables within the database: (1) tbleApprovedProjects, (2) tbleNames, (3) tblProjectProposals, (4) tblProjectProposals(Old), (5) tblStatus; and (6) tblYears.

*a. Project Proposals--Accepted.*

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the recommendations associated with the evaluation/inspection that the project proposal generated are closed. Delete/destroy 15 years after cutoff or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

*b. Project Proposals—Not Accepted.*

Disposition. TEMPORARY. Cut off at the end of the fiscal year in which the project proposal is submitted. Delete/destroy 10 years after cutoff or when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

**3. Outputs.**

Description: Ad-hoc reports are generated on an as needed basis.

Disposition: TEMPORARY. Destroy/delete when no longer needed. (GRS 20, Item 16)

**4. System Documentation.**

Disposition: Destroy when superseded or obsolete. (GRS 20, Item 11a (1))