

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-174-00-2</i>	
1. FROM (Agency or establishment) U. S. DEPARTMENT OF LABOR		DATE RECEIVED <i>1/11/00</i>	
2. MAJOR SUBDIVISION OFFICE OF INSPECTOR GENERAL		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION OFFICE OF INVESTIGATIONS <i>EVALUATIONS</i> *		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER PAMELA K. DAVIS	5. TELEPHONE 202-693-5116	DATE <i>5-19-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

<b>6 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 _____ page(s) are not now needed for the business of 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>1/10/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE DEPARTMENT OF LABOR DEPARTMENT RECORDS OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

*Set 5/30/00 nwmw, Agency*

*\*change made per RO 4/00*

\* **OIG Analysis, Complaint and Evaluation (ACE) Files**

Program evaluations, analysis, studies, reviews and special projects that assist DOL and OIG management in identifying, analyzing, and resolving program, organizational, and policy issues or designed to achieve organizational improvements

1. Formal evaluation, analysis, studies, and special projects files Includes survey questionnaires, comments from outside sources, notes, draft proposals, correspondence, electronic data from outside sources, and copy of final report

- a Textual records

Temporary Cut off at the end of the fiscal year in which file is closed Transfer to offsite storage area Destroy 5 years after cutoff

- b Electronic records

Temporary Transfer to storage media at the end of the fiscal year in which file is closed Delete 5 years after closure

- 2 All other evaluations, inspections and special initiatives under review that do not result in the establishment of a formal case file

Temporary Cut off at the end of the fiscal year in which files is closed Transfer to offsite storage Destroy 5 years after cutoff

- 3 Correspondence and notations of telephone calls containing anonymous or vague allegations of fraud, waste and abuse that do not result in an evaluation, audit or investigation, do not warrant further review, are referred to program offices or other agencies, or are not covered by items 1 and 2 of this schedule

Temporary Cut off at the end of the fiscal year in which files is closed Transfer to off site storage. Destroy 5 years after cutoff

- 4 Telephone logs sheets of allegations of fraud, waste, and abuse received over the DOL OIG Fraud, Waste and Abuse Hotline

Temporary Cut off at end of fiscal year Destroy 3 months after cut off

- 5 Electronic mail and word processing records created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies of records covered by items 1, 2, and 3 that have no further administrative value after the record keeping copy is made Includes copies maintained by

\* New BF115 proposals approved by RLO via e-mail of 2/1/00

individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drive, and copies of shared network drives that are used only to produce the record keeping copy

Destroy/delete within 180 days after the record keeping copy has been produced

- b Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy

Destroy/delete when dissemination, revision, or updating is completed, or no longer needed

## 6 Analysis, Complaints, and Evaluations (ACE) Tracking System

- a Inputs Case numbers, hours involved, employee assignments and other information necessary for tracking evaluations, analysis, studies, reviews and special projects Information is taken from project files covered by items 1 and 2 above

- b Electronic data

(1 ) Temporary Delete when no longer needed

- c Outputs Summary reports used for trend analysis May be in either textual or electronic format

(1 ) Temporary Delete/Destroy when no longer needed

- d Documentation needed to access and use ACE Tracking System

Temporary Destroy/delete when updated or no longer needed, whichever is sooner