

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001				JOB NUMBER 056-10-16 101-56-09-23	
1 FROM (Agency or establishment) Department of the Treasury				DATE RECEIVED 8/7/09	
2 MAJOR SUBDIVISION Departmental Offices				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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Inspector General					
4 NAME OF PERSON WITH WHOM TO CONFER Joseph Maranto		5 TELEPHONE 202-927-0191		DATE 19 Oct 10	ARCHIVIST OF THE UNITED STATES [Signature]
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 <u>1</u> 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, [Redacted] is not required, [Redacted] is attached, or [Redacted] has been requested					
DATE 01/28/2010	SIGNATURE OF AGENCY REPRESENTATIVE Evangelina C. Wimbush-Jeffrey [Signature]			TITLE Departmental Offices Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	TeamMate Background: The Office of Audit, a division of the Treasury's Office of Inspector General (OIG) conducts or oversees the conduct of program audits, financial statement audits, information technology audits, contract audits, attestation engagements, and non-audit services. The purpose of these types of work is to improve the quality, reduce the cost, and increase the integrity of Treasury's operations. The work of the Office is conducted in compliance with the standards and guidelines established by the Comptroller General of the United States, the Council of the Inspectors General on Integrity and Efficiency (CIGIE), and other professional organizations. Description: TeamMate is an audit management software application that is used to document and manage all phases of an audit—planning, fieldwork, and reporting. This includes organizing all required audit documentation while maintaining managerial oversight and control. The Office of Audit utilizes the 8.1.3 version of TeamMate. The office began using the program in fiscal year 2005. Inputs: TeamMate can accept text, Word, Excel, PDF, HTML, PowerPoint, and Outlook files as input. The sources of these files are varied (e.g., auditees, websites, e-mail, paper). Disposition: TEMPORARY Destroy/delete after successful entry and verification			GRS 20.2	

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056-10-

System Data

1 Office of Audit staff enter work papers consisting of text, Word, Excel, PDF, HTML, PowerPoint, and Outlook files into projects that are created in TeamMate All Office of Audit projects, except for classified projects are stored in TeamMate Classified projects are performed manually, outside of TeamMate The information in Teammate is both created and imported by Office of Audit staff assigned to TeamMate projects

Disposition: TEMPORARY Keep electronic files stored on-site for 5 years Destroy after 5 years Retire hardcopy records to Washington National Records Center after 3 years and destroy after 5 years

2 Projects involving material loss review and Mint's Schedule of Custodial Deep Storage Gold and Silver Reserves

Disposition: TEMPORARY Keep electronic files stored on-site for 5 years Destroy after 5 years Retire hardcopy records to Washington National Records Center after 3 years and destroy after 5 years

Outputs

Teammate reports can be generated to export text from a TeamMate project and Word, Excel, PDF, HTML, PowerPoint, and Outlook files within a TeamMate project Report outputs from this system are infrequently performed by Office of Audit personnel assigned to the project to meet an Office of Inspector General legal counsel Freedom of Information Act request and the information in this system is not transferred or provided to other systems

Disposition: TEMPORARY Destroy after 3 years or when no longer needed for operational purposes, whichever is later

System Documentation

Codebooks, records layout, user guide, and other related materials

Disposition: TEMPORARY Delete/destroy when superseded or 5 years after the system is obsolete, whichever is later

GRS 20.5

exception to
GRS 20.11