

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>01-60-09-68</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
1 FROM (Agency or establishment) U.S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Jane H. Alpers</i> <i>Jane H. Alpers</i>	5 TELEPHONE NUMBER 202-616-4550	DATE <i>10/1/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 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>9/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Pleste</i>		TITLE <i>Director, OPRMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>Resolution Tracking System</b></p> <p>The Office of the Inspector General (OIG) was established in the U.S. Department of Justice (DOJ) 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.</p> <p>(SEE ATTACHED)</p>		

**U.S. Department of Justice Office of the Inspector General  
Evaluation and Inspections Division  
Resolution Tracking System**

The Evaluation and Inspections Division (E&I) provides the Inspector General with an alternative mechanism to traditional audit and investigative disciplines to assess DOJ programs and activities. In addition to assessing DOJ programs, the Division conducts special reviews requested by the Inspector General or senior DOJ management that arise suddenly and need immediate attention.

The Resolution Tracking System captures information about the progress of resolving OIG recommendations issued in a final E&I report.

**1. ~~Inputs.~~**

Description: ~~Authorized E&I personnel input the data manually as events occur. Data may come from a variety of sources, including but not limited to final reports, internal correspondence within E&I, oral discussions, and external correspondence between E&I and a component.~~

Disposition: TEMPORARY. File source documents, where available, with the appropriate evaluation or inspection work file.

*File instruction*

**2. Master File.**

Description: A simple, single-user application designed by end user to track incoming and outgoing resolution correspondence dates for open recommendations from final E&I reports. Includes, but is not limited to, Inspection Name, Inspection Number, Component, Due Date, Date Called, Extension Requested, Approved By, Received, Extension Overdue, and Comments.

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

**3. ~~Output.~~**

Description: ~~The system generates ad hoc reports as needed.~~

Disposition: TEMPORARY. Destroy/delete when no longer needed.

*GRS 20, item 16*

**4. ~~System Documentation.~~**

~~Not applicable.~~