

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0011
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Inspector General
Schedule Subject Records of the Office of the Inspector General
Internal agency concurrences will be provided No

Background Information

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 The following information is either covered by GRS 23, Item 7, or is non-record material, and will not be covered by this schedule

1 Transitory records are records with minimal or no documentary or evidential value Transitory records include, but are not limited to, routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, Quasi-official notices that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, etc Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities, Suspense and tickler files and task lists that serve as a reminder that an action is required

2 Non-Record material typically includes information only copies of correspondence, directives, forms and other documents on which no administrative action is recorded or taken, routing slips and transmittal sheets adding no information to that contained in the transmitted material, duplicate copies of documents maintained in the same file, extra copies of reports, briefing books, or other publications, copies of material from Westlaw, Lexis, Federal websites, and other publicly

available information used to conduct research, catalogs, trade journals, and other publications that are received from Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken. These non-records should be destroyed immediately when no longer needed for conducting business.

3 Personal files relate solely to an individual's private affairs. Personal materials may include journals, personal correspondence and other materials not prepared or used for transacting Government business. Examples include personal invitations having no relationship to official duties, greeting cards received such as holiday, birthday, get well or other notes of a personal nature which were not used to conduct official business, and thank you notes from an official which do not address an official function. Materials determined to be personal must be filed separately from business material.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	5	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0011

Sequence Number	
1	Records of the Inspector General Disposition Authority Number DAA-0060-2012-0011-0001
2	Records of the Deputy Inspector General Disposition Authority Number DAA-0060-2012-0011-0002
3	OIG Subject Files of the Senior Counsel and Counselor to the Inspector General Disposition Authority Number DAA-0060-2012-0011-0003
4	OIG Correspondence Files of the Senior Counsel and Counselor to the Inspector General Disposition Authority Number DAA-0060-2012-0011-0004
5	OIG Testimony Before Congress Disposition Authority Number DAA-0060-2012-0011-0005
6	OIG Semiannual Reports to Congress.
6.1	OIG Semiannual Report to Congress Official Record Copy Disposition Authority Number DAA-0060-2012-0011-0006
6.2	OIG Semiannual Reports to Congress Working Files Disposition Authority Number DAA-0060-2012-0011-0007
7	OIG Press Releases Disposition Authority Number DAA-0060-2012-0011-0008
8	OIG Newsletters Disposition Authority Number DAA-0060-2012-0011-0009

Records Schedule Items

Sequence Number	
1	<p data-bbox="376 399 842 441">Records of the Inspector General</p> <p data-bbox="376 451 1169 493">Disposition Authority Number DAA-0060-2012-0011-0001</p> <p data-bbox="376 504 1529 1344">Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, organization, operations, internal administration and a variety of subjects related to the functional responsibilities of the Inspector General. Records include, but are not limited to -Actual or potential investigations and reviews, -Jurisdiction, -Legislative history -Administrative oversight, -Records related to specific activities, assignments, or actions taken, -Annual lists compiled by the Inspector General and submitted to the Attorney General as a discussion of top management and performance challenges facing the Department of Justice - Official calendars, appointment books, schedules, record copies of briefing books, logs, annotated copies of meeting agendas and minutes, handwritten meeting notes where specific guidance, direction, or tasking is memorialized, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Inspector General while serving in an official capacity but not routine business such as conducting evaluations, audits and administrative activities -Official invitations, -Drafts of documents (including correspondence, memoranda, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies -Final copies of speeches delivered in an official capacity, -Final copies of testimony presented as an official Departmental representative, -OIG involvement with professional organizations, -Outgoing non-investigative correspondence signed/initialed by the Inspector General, -Incoming Correspondence routed to the Inspector General for information and sometimes for action</p> <p data-bbox="376 1354 949 1396">Final Disposition Permanent</p> <p data-bbox="376 1407 883 1449">Item Status Active</p> <p data-bbox="376 1459 850 1501">Is this item media neutral? Yes</p> <p data-bbox="376 1512 850 1638">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="376 1648 834 1753">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="376 1774 693 1816">Disposition Instruction</p> <p data-bbox="376 1827 1445 1919">Cutoff Instruction Cut off at the end of each individual's tenure as Inspector General</p>

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Event-driven

How frequently will your agency transfer these records to the National Archives? Unknown
Event driven

2

Records of the Deputy Inspector General

Disposition Authority Number DAA-0060-2012-0011-0002

Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, organization, operations, internal administration and a variety of subjects related to the functional responsibilities of the Deputy Inspector General. Records include, but are not limited to -Actual or potential investigations and reviews, -Jurisdiction, -Legislative history -Administrative oversight, -Records related to specific activities, assignments, or actions taken, -Official calendars, appointment books, schedules, record copies of briefing books, logs, annotated copies of meeting agendas and minutes, handwritten meeting notes where specific guidance, direction, or tasking is memorialized, diaries and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Deputy Inspector General while serving in an official capacity but not routine business such as conducting evaluations, audits and administrative activities -Official invitations, -Drafts of documents (including correspondence, memoranda, reports, speeches and testimony) which contain substantive notes or comments that are evidence of decisions, actions, or strategies -Final versions of speeches delivered in an official capacity, -OIG involvement with professional organizations, -Outgoing non-investigative Controlled and Uncontrolled Correspondence signed/initialed by the Deputy Inspector General -Incoming Controlled and Uncontrolled Correspondence routed to the Deputy Inspector General for information and sometimes for action

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of each individual's tenure as Deputy Inspector General**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Transfer will be dependent on the tenure of each Deputy Inspector General**

How frequently will your agency transfer these records to the National Archives? **Unknown
Transfer will be dependent on the tenure of each Deputy Inspector General**

3

OIG Subject Files of the Senior Counsel and Counselor to the Inspector General

Disposition Authority Number **DAA-0060-2012-0011-0003**

Contains records that document unique and substantive information relating to official activities, programs, projects, policies, procedures, accomplishments, opinions, decisions, reports, and matters of interest to the Inspector General and Immediate Office staff. Subjects include, but are not limited to, actual or potential investigations and reviews, jurisdiction, legislative history, administrative oversight, and OIG involvement with professional organizations. Records are maintained in alphabetical order by subject.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

4

Cutoff Instruction Cut off at the end of each individual's tenure as Senior Counsel or Counselor to the Inspector General

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

OIG Correspondence Files of the Senior Counsel and Counselor to the Inspector General

Disposition Authority Number DAA-0060-2012-0011-0004

Copies of all incoming and outgoing non-investigative correspondence - Outgoing correspondence signed/initialed by the Senior Counsel and Counselor to the Inspector General Records are maintained in chronological order - Incoming Correspondence Routed to the Senior Counsel and Counselor to the Inspector General Correspondence routed to the Inspector General or Deputy Inspector General for information and sometimes for action Records consist of memoranda, letters, and enclosures relating to the OIG or topics of interest to the OIG Records are maintained in chronological order

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

5

Disposition Instruction

Cutoff Instruction Cut off at the end of each individual's tenure as Senior Counsel or Counselor to the Inspector General in which the correspondence action is closed

Retention Period Destroy 15 year(s) after cutoff

Additional Information

GAO Approval Not Required

OIG Testimony Before Congress

Disposition Authority Number DAA-0060-2012-0011-0005

Copies of testimonies given by any OIG employee at a Congressional hearing that relate to official DOJ or OIG policies and programs.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the testimony was given

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Event driven

How frequently will your agency transfer these records to the National Archives? Unknown
Event driven

6

OIG Semiannual Reports to Congress
Reports created by the OIG and submitted to Congress, in accordance with Congressional requirements. Such reports typically contain information about OIG program activities and are submitted regularly to Congress. Examples of such reports are the (1) semiannual report to Congress mandated by The Inspector General Act of 1978 as Amended, and (2) semiannual report to Congress on implementation of Section 1001 of the USA PATRIOT Act

6 1

OIG Semiannual Report to Congress Official Record Copy

Disposition Authority Number DAA-0060-2012-0011-0006

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in which report is sent to Congress
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Event driven
	How frequently will your agency transfer these records to the National Archives?	Unknown Event driven
6 2	OIG Semiannual Reports to Congress Working Files	
	Disposition Authority Number	DAA-0060-2012-0011-0007
	Working files of the compiler of and contributors to the report Project files containing a record of concurrence, comments, clearances, justifications, and other background notes or issuance history records for the report	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of each fiscal year in which report is sent to Congress
	Retention Period	Destroy 3 year(s) after cutoff

7

Additional Information

GAO Approval **Not Required**

OIG Press Releases

Disposition Authority Number **DAA-0060-2012-0011-0008**

Press releases issued to media outlets by the OIG regarding OIG program activities or topics of interest to the OIG

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year in which the press release was issued.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Will be determined by date of issuance.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

8

OIG Newsletters

Disposition Authority Number **DAA-0060-2012-0011-0009**

Internal newsletters vetted by an editorial review board and issued to OIG employees Includes the Management and Planning Division's Biweekly Bulletin that contains information about non-mission-related OIG functions, such as personnel, payroll, travel, procurement, security, facilities, records management, and information technology Also includes any OIG-wide or division-wide

newsletters officially issued to OIG employees that consist primarily of content describing and addressing mission-related functions and activities of the OIG

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the bulletin edition is issued

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
02/28/2012	Certify	Curt Francisco	Records Manager	JMD - OoRMP
05/29/2013	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
06/04/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/04/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist