NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-09-065

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>11/20/2024</u>

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 5 is active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 has been accessioned see See National Archives Identifier 294523822

Item 6 records were temporary and destroyed, as required by the disposition

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 11/20/2024 N1-060-09-065

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER	
			N1-60-09-65	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 9/29/69	
FROM (Agency or establishment) U S Department of Justice			NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION			In accordance with the provision	one of 44 H.C.C. 2202a the
Office of the Inspector General			disposition request, including	amendments, is approved
3 MINOR SUBDIVISION Immediate Office			except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE			DATE ARCHIVIST	OF THE UNITED STATES
Jane H Alperson 202-616-4550		Marat 18 De Distriction		
Jane N. Agarage				
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 attachedl 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, \[\sum_ \text{is not required} \] \[\sum_ \text{is attached, or } \] \[\sum_ \text{has been requested} \]				
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE	
P/30/2019 Openthe Plate			Questo DKMP	
7 ITEM NO	8 DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of the Inspector General Controlled Correspondence System 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.			

U.S. Department of Justice Office of the Inspector General Immediate Office Tracking Systems

The Immediate Office of the Office of the Inspector General (Immediate Office) consists of the Inspector General, the Deputy Inspector General, senior counsel, and administrative staff. The Immediate Office uses two systems to track incoming and outgoing correspondence and other documents.

IMMEDIATE OFFICE DOCUMENT TRACKING SYSTEM (ASKSAM)

The OIG Immediate Office Document Tracking System (known as AskSAM) is used by the staff directly supporting the Inspector General to log incoming and outgoing documents, such as memoranda, letters, invitations, and all documents referenced in the Immediate Office's Controlled Correspondence System

1. Inputs.

<u>Description</u> The inputs are extracted from incoming and outgoing documents and entered into the system by authorized personnel from the Immediate Office of the Inspector General

<u>Disposition</u> File source documents with the appropriate case file

Filing Instruction

2. Master File.

<u>Description</u>: AskSAM System is a client server based database that uses vendor software, "AskSAM" For each item recorded, the master file contains a control number (if assigned), date, from, subject, and distribution field

<u>Disposition</u> PERMANENT Cut off at the end of each Inspector General's tenure in which the correspondence action is closed Transfer to National Archives 15 years after cutoff in accordance with 36 C F R. 1228 270

3. Outputs.

<u>Description</u> No outputs are generated from this system

4. System Documentation.

Disposition PERMANENT Transfer to National Archives with the initial transfer of the Master File and then subsequently with every transfer

OIG CONTROLLED CORRESPONDENCE SYSTEM

The OIG Controlled Correspondence System is used by the staff directly supporting the Inspector General to assign and control correspondence that requires action on the part of the OIG The Controlled Correspondence System captures information about documents and actions that have assigned due dates.

5. Inputs.

<u>Description</u> The data consists of (a) descriptive data extracted from the incoming controlled correspondence, enclosures, copies of the OIG responses, and the Controlled Correspondence form, and (b) control-related data generated by authorized personnel who directly support the Inspector General. These personnel manually enter all data into the system

<u>Disposition</u> PERMANENT Cut off at the end of each Inspector General's tenure in which the correspondence action is closed Transfer to National Archives 15 years after cutoff

6. Master File.

<u>Description</u> Information used to track controlled correspondence includes, but is not limited to, the OIG control number, correspondence from, organization from, correspondence to, received date, date of correspondence, Executive Secretariat number and due date (if applicable), short summary of document, type of correspondence, division assigned, OIG due date, date sent to division, date closed, and comments

<u>Disposition</u> TEMPORARY Cut off at the end of each Inspector General's tenure in which the correspondence action is closed Delete/destroy 15 years after cutoff

7. Outputs.

Description No outputs are generated from this system

8. System Documentation.

<u>Disposition</u> TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records (GRS 20, Item 11 a 2)