

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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: 11/20/2024

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

**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.~~

Description ~~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.~~

Disposition ~~File source documents with the appropriate case file~~ *Filing Instruction*

2. Master File.

Description: 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.

Disposition 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.~~

Description ~~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.~~

GRS 20, item 11

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.

Description 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.

Disposition 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.

Description 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.

Disposition 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.

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