

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-04-2	DATE RECEIVED 1-20-2004
1. FROM (Agency or establishment) U. S. Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Planning Analysis Reporting			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE 1-29-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 4 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,

is not required; is attached; or has been requested.

DATE 1/14/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine O'Donnell</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA - 707 Inspector General Operations and Reporting System (IGOR)		
<i>cc Agency, NR, NWCT</i>			

EPA Records Schedule 707

Status: Final, 02/21/2007

Title: Inspector General Operations and Reporting System (IGOR)

Program: Inspector General

Applicability: Agency-wide

Function: 301-093 - Program Monitoring

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-04-2

Description:

The Inspector General Operations and Reporting System (IGOR) tracks information on the Office of Inspector General's (OIG's) activities such as audits, evaluations, general assignments, investigations and special projects. It assists OIG management with planning and assessment of OIG activities and links those activities to the strategic plan, budget and performance results. The system has three reporting modules: (1) assignment reports; (2) time reports; and (3) semi-annual reports which include information to Congress as required by the Inspector General's Act.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**
- Maintain individual records up to 2 years after completion of action, then delete.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Delete when superseded or obsolete.

Guidance:

IGOR currently interfaces with the Management Audit Tracking System (MATS), scheduled as EPA 090, and OIG AutoAudit, scheduled as part of EPA 089. It will interface with the PeoplePlus system which will be scheduled as EPA 300. It replaces the following systems:

- Consolidated Index System (CIS) - EPA 706
- Prime Audit Tracking System (PATS) - EPA 090
- Investigation Tracking System (ITS) - EPA 090
- Personnel Security System (PSS) - EPA 090
- Suspension and Debarment System (SDS) - EPA 089

Records are covered by EPA Privacy Act Systems #40, 41, and 42.

Reasons for Disposition:

IGOR was developed to replace several Y2K noncompliant applications and to assist OIG with management and assessment. The recommended disposition meets program needs.

Custodians:

Office of Inspector General, Planning Analysis Reporting (PAR)

- **Contact:** Charles Lewis
- **Telephone:** 202-566-2645

Related Schedules:

EPA 089, EPA 090, EPA 300, EPA 706

Previous NARA Disposal Authority:

Entry: 07/11/2002

EPA Approval: 01/14/2004

NARA Approval: 07/29/2004

This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 707

Development: 01/12/2004

Title: Inspector General Operations and Reporting System (IGOR)

Program: Inspector General

Applicability: Agency wide

Agency File Code: INSP 707

NARA Disposal Authority:

- Pending

Description:

The Inspector General Operations and Reporting System (IGOR) tracks information on the Office of Inspector General's (OIG's) activities such as audits, evaluations, general assignments, investigations and special projects. It assists OIG management with planning and assessment of OIG activities and links those activities to the strategic plan, budget and performance results. The system has three reporting modules: (1) assignment reports; (2) time reports; and (3) semi-annual reports which include information to Congress as required by the Inspector General's Act.

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

Item b: Input

- Disposable
- Follow instructions for EPA 171 - Input/Source Records.

Item c: Electronic data

- Disposable
- Maintain individual records up to 2 years after completion of action, then delete.

Item d: Output and reports

- Varies

*Superseded
by version of 02/26/2007
see Sandy York e-mail
01/10/29/2007*

- Follow instructions for related records.

Item e: Supporting documentation

- Disposable
- Delete/destroy when superseded or obsolete.

Arrangement: Not applicable.

Type of Records: Data files

Format: Electronic

Functions Supported: Inspector General

Specific Restrictions:

- None

Specific Legal Requirements:

- Inspector General's Act of 1978, as amended, 5 USCA Appx Sec. 1 (2001)

Reasons for Disposition:

IGOR was developed to replace several Y2K noncompliant applications and to assist OIG with management and assessment. The recommended disposition meets program needs.

Agency-wide Guidance:

IGOR currently interfaces with the Management Audit Tracking System (MATS), scheduled as EPA 090, and OIG AutoAudit, scheduled as part of EPA 089. It will interface with the PeoplePlus system which will be scheduled as EPA 300. It replaces the following systems:

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- Investigation Tracking System (ITS) - EPA 090
- Personnel Security System (PSS) - EPA 090
- Suspension and Debarment System (SDS) - EPA 089

Program Office Guidance:

Custodians:

Office of Inspector General, Planning Analysis Reporting (PAR)

- **Contact:** Charles Lewis
- **Mail Code:** 2441
- **Telephone:** 202-566-2645
- **Location:**

- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

Related Schedules:

EPA 089, EPA 090, EPA 300, EPA 706

Previous NARA Disposal Authority:

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 07/11/2002

Last Modified Date: 01/12/2004