

ED Records Schedule

SCHEDULE LOCATOR NO.: 215

APPROVED DATE: 09/29/2003

TITLE: Analysis and Inspection (A & I) Records

PRINCIPAL OFFICE: Office of the Inspector General

NARA DISPOSITION AUTHORITY: N1-441-02-1, Item 4a, 4b, 4c

DESCRIPTION:

This schedule covers audit, investigative, analysis, inspection and other records created by the Office of Inspector General (OIG) within the Department of Education as well as those acquired by the OIG in the course of business.

The OIG is responsible for conducting, controlling, and reviewing audits, investigations, inspections, analysis, evaluations, and other appropriate reviews relating to the programs, operations, and activities of the Department, including Federal Student Aid (FSA) (Performance Based Organization-BPO). In this capacity, the OIG provides leadership, coordination and recommendations to improve performance (efficiency and effectiveness), and to detect or prevent fraud, waste and abuse in the administration of the programs, operation, and activities of the Department.

DISPOSITION INSTRUCTIONS:

a. Analysis and Inspection (A&I) reports

Pertains to, but is not limited to, inspections, management reviews, analysis and inspection memoranda, program evaluations and other analyses with related correspondence and administrative documentation relating to the programs, operations and activities of the Department of Education, including the FSA. This set of records provides the central source within the Department for information on inspections, management reviews, analysis and inspection memoranda, program evaluations, program evaluations and other analyses conducted by the Office of Inspector General staff or under contract for the Office of Inspector General.

TEMPORARY

Cut off at end of fiscal year in which case is closed. Retire to the Federal Records Center 1 year after cut off. Destroy 5 years after cut off.

b. Analysis and Inspection (A&I) tracking system (electronic media)

(Electronic Media) A&I Tracking System is part of the Audit Tracking System cited in ED 216. The A&I Tracking System is used to track A&I products by control numbers.

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TEMPORARY

Destroy/delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

c. **OIG non-federal auditor referral, suspension, and debarment files**

These are case files containing records generally relating to, but not limited to, the suspension and debarment of non-federal auditors for misconduct or poor performance.

TEMPORARY

Cut off files at the end of the fiscal year in which the case is closed. Retire to the Federal Records Center 1 year after cut off. Destroy 8 years after cut off.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

BUSINESS LINE: Compliance