



September 19, 2017

MEMORANDUM FOR: EDWARD HUGLER
Deputy Assistant Secretary for Operations
for Administration and Management

Elliot P. Lewis

FROM: ELLIOT P. LEWIS
Assistant Inspector General
for Audit

SUBJECT: Review of the Department's Records
Management Program

Please be advised the Office of Inspector General is initiating a review of the Department of Labor's records management program.

We will contact your audit liaison to schedule a meeting to discuss the review's objective, scope, and methodology. Immediately after our meeting, we plan to begin work and would appreciate your notifying appropriate agency officials of our plans.

If you have questions, please contact Tracy M. Katz, Audit Director, at (202) 693-5161.

Attachment – Initial Documentation Request

cc: Al Stewart, Acting Deputy Assistant Secretary

Tanisha Bynum-Frazier, Director Office of Asset and Resource
Management

Rachel Vera, Departmental Records and Information Officer

Chris Yerxa, Administrative Officer

Initial Documentation Request

1. A listing of all the Department of Labor's SF-115s (records schedules), with the agency, record group, office/organization, job number, if it supersedes any SF-115, date received by NARA, and description of the SF-115.