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Description of document: Redacted copies of two Library of Congress (LOC) Office of The Inspector General (OIG) Audit Reports, 2001, 2005

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December 30, 2010

OFFICE OF THE
INSPECTOR GENERAL

I am in receipt of your letter dated December 5, 2010 regarding two audit reports prepared by the Office of the Inspector General. You requested the release of the following audit reports:

- *Investigation of Allegations Regarding Mass Deacidification Quality Assurance Oversight*, Report No. H-05-002, March 14, 2005, and
- *Audit of the Retail Marketing Office*, Report No. 2000-IN-ALS-005, February 16, 2001.

I regret that these reports are not available for release to the public. However, I have included redacted summaries of both reports. I hope this is satisfactory and fulfills your request.

Regards,

A handwritten signature in black ink, appearing to read "Karl W. Schornagel".

Karl W. Schornagel
Inspector General

Attachment

Untimely Reconciliation and Payment Approval Process - During our review of credit card payments, we noted eight instances (almost 90 percent of our sample) where reconciliation and submission of vendor payments were not timely. For non-credit-card purchases, we observed nine instances (40 percent of our sample) where the timing for the approval of vendor invoices for payment exceeded the established time frame. In two of these instances, \$261.06 in purchase discounts was lost. Unreasonable delays in payment to vendors could make them unwilling to make credit sales to the Library, and lead to further loss of purchase discounts. We recommended that the Retail Marketing Officer comply with the Library's procedures to process invoices for payment within the required time frame.

Inadequate Reporting and Financial Expertise - The Retail Marketing Office's financial reports are not comprehensive enough to state the unit's financial operation, and the office has not addressed the need for more accounting expertise in its staffing complement. A critical element of a revolving fund is that it must be self-sustaining. This gives added importance to the need for accurate and timely financial reporting. We recommended that the Retail Marketing Officer obtain the resources necessary to improve current reporting practices and decision-making expertise, and to provide accurate and timely information for management decisions.

Management recognized the merit of our recommendations and has taken some corrective action.