INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-379-87-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a was superseded by N1-379-09-001 item 2a.

Item 1b was superseded by N1-379-09-001 item 2a.

Item 2 was non-record material.

Item 3 was non-record material.

Date Reported: 11/22/2022 N1-379-87-002

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM (Agency or establishment)											
						Departm	ent of Justice	ļ	NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303		
						2. MAJOR SUBI	ty Relations Service		the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records		
3. MINOR SUBT	SIVISION /		are proposed finot required.	or disposal,	the signature of	f the Archivist					
4. NAME OF PE	REPROPERTOR TO CONFER 5.	TELEPHONE EXT.	1	ARCHIVIS	T OF THE U	HIED STATES					
William .	Granden della	492-5995	3/2/88 <	2	> - >-						
6. CERTIFICAT	E OF AGENCY REPRESENTATIVE			, -							
agency or w Accounting attached.	ords proposed for disposal in this Request of _vill not be needed after the retention periods Office, if required under the provisions of Title currence:	specified; and e 8 of the GAO	that written	concurr	ence from	the Genera					
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	Assistan	t Chie	of Recor	ds Mana					
-12-87	Bernard De Burlind	_	gement S		•						
7. ITEM NO.	8. DESCRIPTION OF (With Inclusive Dates or Reter			St	9. GRS OR JPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)					
	Community Relations Machine Readahl		CRS)		Ag N PR	MAN					
	Machine Readable Records Operational Data Information Systems(ODIS)			rds	CRS R CRS R Agency	R M					
planning mod for suralization s	The Operational Data Information originated in 1978 to provide it copy format, a management information cases in the regions for the Diectors and Regional Directors. Cording, reporting, analysis and data to accomplish the goals and Headquarters ODIS files are located by Lexitron from the regionsists of the collecting and levels of data (1) primary data experiences (2) derivative reported.	on System (Oin computer mation system of the control of the contro	DDIS) was ized and stem of the sociate ves the stion of the office ansmitted es. ODIS of two ve of fi summarizers.	hard he Dir- re- the S. of ed	epkaeentapive epkaeentapive representapive	Wy York M Zam eprofentative					
	PRIMARY DATA, after being trans is stored partly in the compute case files. The Progress Report reports, when received from the	er and part on Operat	ly in the ions (PRO offices,	e))	DAte DAte date	pate/					

		- N. S		DAGE:
REQUEST	F FOR RECORDE DICEOCITION AUTUODITY CONTINUIATION 1	ов NO. N1-379-	87-2	PAGE .
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	NOTE: Case documents include important writ and printed materials: (a) which may hobeen produced in the course of the ca (b) which describe particular case elements sufficient accuracy and detail to tify making them part of the record.	ave se,or ments o jus Case	1	
	Regional Director's Quarterly Report This is composed of four elements: a. OPS Form 9 (Status Report on Special Obives). b. OPS Form 10 (Cumulative Report on Case I gement Objectives).			
	c. Analysis of Regional Trends - a narrative summarizing the Regional Director's pertion of trends in (1) requests for CRS service; (2) problems and impediments to case practice; (3) Socio-economic developments the region relevant to the CRS mandate.	cep- er- e in	dela	fed
	d. The Quarterly Staff Time Report is cover in GRS 23. Date of file: 1978 to Present Location: CRS 5550 Friendship Blvd. Rm. Chevy Chase, Md. DISPOSITION: Destroy 5 years after case	350-D		
	closed. Data Bases: The cases data base contain one recommon the cases data base contain one recommon to the case in that new data replaces the old data is used to determine the most current status of case. The reports data base contains every reported to the case contains every reported the case contains every reported the case.	ment a. It a rt		
	is a cumulative data base and provides a chronocal history of a case. The elements of the ODIS base reporting system are: date, identification the ber, case title, location of incident, program preasure, race/ethnic, type of location, population, persons affected, priority code, U.S. Attorney codistance, source of alert, case entry criteria, case interrupted code, status code, tension level, staff	logi- data num- oject # of ode, se		
	status, staff name, staff hours, conflict resolution activities, groups, overnight travel, OTAS material code, case objectives, products achieved/costs, and case duration. An explanation of each code is intended in the ODIS Manual. Information is disposable cause it is used for administrative purposes. Volume: Approximately 130,000 reports on	ls nd nclud e be-		
·	reports data base; and 14,000 case the case data base. Approximately	es on		

REQUEST	FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION N1-379	9-87-2	PAGE 3 OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9, GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	1,500 activities are recorded each year Each record is not quite a page. Location: Justice Data Center, 425 Eye St., N.W., Washington, DC.		
	a. Reports Database.		
	<u>Disposition</u> :		,
	(1) PERMANENT. Transfer magnetic tape copy of entire reports database to NARA at the end of fiscal 1988, in accordance with 36 CFR 1228.188. Volume: 10 datasets on 2 magnetic tapes (approximately 150 megabytes).		
	(2) PERMANENT. Transfer annually to NARA magnetic tape copy of Progress Reports on Operations entered that year into database, in accordance with 36 CFR 1228.188. Volume: Annual accretion on 1 magnetic tape (approximately 15 megabytes).		
	(3) After data have been transferred to NARA, erase individual case data information 4 years after close of case.		
	b. Cases Database.		
·	<u>Disposition</u> : Erase individual case data information 4 years after close of case.		
2.	Diskettes containing core data sent to headquarters from the regional offices and consolidated and incorporated into the database.		
·	Date of file: 1978 to present. Location: CRS, 5550 Friendship Blvd., Rm. 350D, Chevy Chase, MD.		
	<u>Disposition</u> : When copied into the database, erase for reuse or destroy when 2 years old, whichever is sooner.		·
3.	Statistical Review and Evaluation of Productivity, Effectiveness, and Efficiency and other reports generated in hard copy from the databases described in item 1 above, except those filed in CRS headquarters case files.		
	Disposition: Destroy when no longer needed.		