

## Request for Records Disposition Authority

Records Schedule Number           DAA-0060-2012-0004  
 Schedule Status                    Approved  
  
 Agency or Establishment           Department of Justice  
 Record Group / Scheduling Group   General Records of the Department of Justice  
 Records Schedule applies to       Major Subdivision  
 Major Subdivision                 U S Trustee Program (USTP)  
 Minor Subdivision                 Executive Office of the U S Trustees  
 Schedule Subject                 Trustee Uniform Final Report System (TUFR)  
 Internal agency concurrences will be provided   No

Background Information           Administration of bankruptcy cases under Chapters 7, 12, and 13 of the U S Bankruptcy Code is entrusted to private trustees acting under the oversight and supervision of a United States Trustee, an official of the US Department of Justice. In each case, the private trustee must file with the court, and submit to the United States Trustee, a final report and accounting of his or her administration of the case. The U S Trustee Program has issued rules requiring the use of uniform forms for final reports by private trustees (73 Fed Reg 6447)

TUFR provides a means to receive, extract data from, view, report and process selected trustee filed reports, and the information contained within, in order to assist the USTP's mission of trustee oversight, and to provide the basis for reporting of case and trustee information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2012-0004

Sequence Number	
1	<b>Inputs</b> Disposition Authority Number DAA-0060-2012-0004-0001
2	<b>Master File</b> Disposition Authority Number DAA-0060-2012-0004-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="384 421 475 453"><b>Inputs</b></p> <p data-bbox="384 474 1169 506">Disposition Authority Number      <b>DAA-0060-2012-0004-0001</b></p> <p data-bbox="384 527 1491 815">Trustee Final Report Forms filed with the U S Bankruptcy Court in each relevant case as “smart forms” in portable document format (PDF) are downloaded from the bankruptcy courts TUFRR examines the PDF files to determine if they are “smart forms” containing tagged data, identifies the Trustee Final Reports among them, converts these tagged PDF files to XML format, and loads the XML data In addition, any court docket information relevant to the filing of the trustee final reports is loaded to the TUFRR database All data is then accessible for review, amendment and reporting</p> <p data-bbox="384 836 943 868">Final Disposition                      <b>Temporary</b></p> <p data-bbox="384 889 877 921">Item Status                                <b>Active</b></p> <p data-bbox="384 942 847 974">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="384 995 847 1112">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="384 1134 847 1229">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="384 1261 695 1293"><b>Disposition Instruction</b></p> <p data-bbox="384 1315 1273 1347">Retention Period                        <b>Delete/destroy 186 days after input</b></p> <p data-bbox="384 1389 690 1421"><b>Additional Information</b></p> <p data-bbox="384 1442 976 1474">GAO Approval                              <b>Not Required</b></p>
2	<p data-bbox="384 1500 546 1532"><b>Master File</b></p> <p data-bbox="384 1553 1174 1585">Disposition Authority Number      <b>DAA-0060-2012-0004-0002</b></p> <p data-bbox="384 1606 1513 1713">TUFRR stores bankruptcy case accounting information relevant to the management and disbursement of bankruptcy estate funds by private trustees, including administrative fees and charges</p> <p data-bbox="384 1734 943 1766">Final Disposition                        <b>Temporary</b></p> <p data-bbox="384 1787 877 1819">Item Status                                <b>Active</b></p> <p data-bbox="384 1840 847 1872">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="384 1893 847 1947">Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off when the case is closed**

Retention Period **Destroy 20 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

### Signatory Information

Date	Action	By	Title	Organization
11/17/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
10/24/2012	Submit for Concurrency	Rebekah Meservy	Sr Records Analyst	National Archives and Records Administration - Records Management Services
10/24/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/25/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist