

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2012-0007
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 Criminal Division
Minor Subdivision Office of the Assistant Attorney General
Schedule Subject Activator System
Internal agency concurrences will be provided No

Background Information The Criminal Division, Office of Administration, Correspondence Management Unit utilizes a system solution that is referred to as Activator. This commercial off the shelf (COTS) application is a web based product that utilizes electronic workflow throughout the sections within the Criminal Division by assigning numbers to track correspondence.

Activator uses a familiar folder metaphor to manage controlled correspondence, such as Criminal Division Congressional mail, executive level mail (Executive Secretariat assigned and Citizen Mail), which electronically matches how paper files and folders move around an office. Activator is an electronic document management workflow system that allows specified users to capture, store, route, and track correspondence, responses and supporting documents. The system is available for use throughout the Criminal Division. Activator allows users to login, assign, track, attach, view, and route correspondence and responses electronically throughout the Criminal Division for review and approval. It also provides important tracking solutions for Criminal Division to ensure controlled correspondence are handled in an efficient and responsible manner. After signature, the final signed document is uploaded into the system. The system also captures the incoming daily mail amounts.

All data from the predecessor system, Excelerator was migrated to Activator in September 2007.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0060-2012-0007

| Sequence Number | |
|-----------------|---|
| 1 | Master File Disposition Authority Number DAA-0060-2012-0007-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Master File</p> <p>Disposition Authority Number DAA-0060-2012-0007-0002</p> <p>The Activator system contains data related to workflow of approving correspondence and tracking the stages of the workflow. The master file includes the following fields, but not limited to, CTS number, form name, title, processing section, folder owner, status, source, synopsis, action, priority, action office, due date, communication type, correspondence (from), date of communication, addressee (to), receive date, create date, attached document(s), notes, history, week of, creator, routine, email, campaign, and totals</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year</p> <p>Retention Period Destroy 4 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |

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 |
|------------|------------------------|------------------|---|--|
| 02/01/2012 | Certify | Curt Francisco | Records Manager | JMD - OoRMP |
| 09/04/2012 | Submit for Concurrency | Erin Cayce | Appraiser | National Archives and Records Administration - Records Management Services |
| 09/10/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 09/11/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/11/2012 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |