

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2013-0006
Schedule Status Approved

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Department-wide
Schedule Subject Information Data Exchange Architecture (IDEA)
Internal agency concurrences will be provided No

Background Information IDEA and its suite of applications is the Department's enterprise information sharing solution providing secure services, facilities and infrastructure available to all Department personnel and systems. IDEA supports the data sharing needs between cross-organizational teams; exchanges between systems; and access to services by users across the disparate user and system networks. Applications within the IDEA Suite include: IDEA-I, myFX, myBundles, Uplifter, and myAccount.

Note: The records covered by this schedule are the shared copies – all documents should also be incorporated into other related recordkeeping systems at the sending and/or receiving offices as appropriate.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2013-0006

Sequence Number	
1	Data-Sharing Modules (includes current modules: IDEA-I, myFX, myBundles) Disposition Authority Number: DAA-0060-2013-0006-0001
2	Uplifter Disposition Authority Number: DAA-0060-2013-0006-0002
3	MyAccount Disposition Authority Number: DAA-0060-2013-0006-0003
4	MyRRM Disposition Authority Number: DAA-0060-2013-0006-0004
5	System Logs Disposition Authority Number: DAA-0060-2013-0006-0005

Records Schedule Items

Sequence Number

1 **Data-Sharing Modules (includes current modules: IDEA-I, myFX, myBundles)**

Disposition Authority Number **DAA-0060-2013-0006-0001**

Modules used to transfer/share large files to recipients internal and external to the Department. Some modules will only have the ability to transfer/send data to persons/systems (one directional); other modules will have the ability to send or transfer data back to the originator (bi-directional). Files may be modified on the system.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off at end of calendar year.**

Retention Period **Destroy no later than 5year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

2 **Uplifter**

Disposition Authority Number **DAA-0060-2013-0006-0002**

The Uplifter is a web-based tool that allows a user to "uplift" a file or files from the "low" unclassified network to the "high" or classified network. The documents are not considered classified until they have passed through a multi-step process. During the first step of the process a user specifies what file(s) should be "Uplifted" and who the file should be sent to on the high side. During the second step, the file(s) is placed temporarily on the DOJ staging server. Finally, the third step of the "Uplift" process transfers the file to a Federal Bureau of Investigation (FBI) staging server that will move the file(s) through the rest of the process. There is no copy maintained of the file(s) on the DOJ staging server and the file is not accessible by

users while it awaits transfer. This utility is available to DOJ staff and contractors for any official government purpose.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction Cut off when file moves to FBI staging server.

Retention Period Destroy immediately after cutoff

Additional Information

GAO Approval Not Required

MyAccount

Disposition Authority Number DAA-0060-2013-0006-0003

MyAccount is a web-based tool that allows a valid DOJ Dashboard (Maryland Dashboard website) user to reset or update his password. The site is only accessible inside the DOJ network and only DOJ Staff who have a valid National Crime Information Center (NCIC) certification have the ability to request an account. All account applicants NCIC certifications are verified with the proper NCIC authority at their component. Accounts are deactivated upon expiration of NCIC certification.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Disposition Instruction

Cutoff Instruction Cut off upon expiration of certificate.

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Retention Period Deactivate account immediately after cutoff.

Additional Information

GAO Approval Not Required

MyRRM

Disposition Authority Number DAA-0060-2013-0006-0004

MyRRM is a web-based tool (form) which provides the means to securely exchange the electronic documents required to manage the interaction between Bureau of Prisons (BOP) personnel and the residential reentry centers (RRC) administrators. BOP contracts with RRCs, also known as halfway houses, to provide assistance to inmates who are nearing release. RRCs provide a safe, structured, supervised environment, as well as employment counseling, job placement, financial management assistance, and other programs and services. RRCs send an acknowledgement or rejection with cause back to BOP for each transaction.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Disposition Instruction

Cutoff Instruction Cut off upon BOP approval.

Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

System Logs

Disposition Authority Number DAA-0060-2013-0006-0005

System Logs track all transactions made on each module to include date, time, user, system/module, size, etc.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

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

Disposition Instruction

Cutoff Instruction **Cut off at end of calendar year.**

Retention Period **Destroy 2 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
09/09/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
03/10/2014	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist