

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Department of Justice

2. MAJOR SUBDIVISION
 Justice Management Division

3. MINOR SUBDIVISION
 Computer Services Staff

4. NAME OF PERSON WITH WHOM TO CONFER
 Kevin S. Cox *Kevin Cox* 10/06/99

5. TELEPHONE
 202-305-7127

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-60-00-1

DATE RECEIVED
 10/13/99

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 2-2-00

ARCHIVIST OF THE UNITED STATES
John W. Paul

6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
 10-08-99

SIGNATURE OF AGENCY REPRESENTATIVE
Bernard W. Berglund
 Bernard W. Berglund

TITLE
 Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Computer Systems Activity and Access Records</p> <p>The Department of Justice (DOJ) maintains activity and access records on individuals who access DOJ network computers or mainframes/enterprise servers, including individuals who send and receive electronic communications, access Internet sites, or access system databases, files, or applications from DOJ computers; individuals receiving electronic communications from DOJ computers or sending electronic communications to DOJ computers; and individuals attempting to access DOJ computers or systems without authorization.</p> <p>Activity and access records include the use of the interoffice and Internet e-mail system, including the e-mail address of the sender and receiver of the e-mail message, subject, date, and time; records on user access to DOJ's office automation networks, including user ID, date and time of log on and log off, and denials of access to unauthorized files or directories; records of Internet access from a DOJ computer, such as the Internet Protocol (IP) address of the computer being used to initiate the Internet connection, the site accessed, date, and time; records</p>		

cc Agency, NR, nwmw

relating to mainframe/enterprise server access, such as user ID of the individual accessing the mainframe, date and time, and the process being run on the mainframe; records relating to verification or authorization of an individual's access to systems, files, or applications, such as user IDs, passwords, user names, title, and agency.

Records of verification, authorization, computer system access, and other activities generated by the system.

Disposition: Temporary. Retain no longer than ^{two years*} ~~one year~~, and destroy/delete thereafter, unless required for management review. Destroy/delete records relating to a management review at the conclusion of the review process.

* change made at the request of DOJ Records officer Bernie Berglund, by email 2/2/2004. KGT