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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>71-060-03-3</i> | DATE RECEIVED <i>12-23-02</i> |
| 1. FROM (Agency or establishment) Department of Justice | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2. MAJOR SUBDIVISION Civil Rights Division | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Theresa Weathers</i> Theresa Weathers <i>12/19/02</i> | 5. TELEPHONE 202-616-2764 | DATE <i>4-3-03</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |

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 2 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.

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| DATE <i>12-19-02</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|---|-----------------------------------|----------------------------------|
| 1. | <p style="text-align: center;">Interactive Case Management System (ICM)</p> <p>The ICM is designed to track count, and measure all investigations and cases throughout their life cycle. The Civil Rights Division (CRT) uses reports generated from this system to provide a profile for each section's activities and to furnish management with a high level perspective to the CRT workload. The ICM also has a time reporting feature that allows the CRT to capture, analyze, and report the level of effort attorneys and professionals spend on investigation and case related tasks.</p> <p>Inputs.</p> <p>A. Data entry documents used as case management input/source records designed and used solely to create, update, or modify the records in the case management system.</p> <p style="text-align: right;"><i>cc Agency, NIR, NWMD, NUNNE, NUNWA</i></p> | | |

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Disposition: Temporary. Destroy after data has been successfully captured, entered, and verified.

- B. Case related documents (examples include correspondence and court filings) used to create, update or modify the records in the case management system.

Disposition. File with associated case file or other appropriate file. Destroy or accession to NARA according to disposition instructions of the associated file.

2. Masterfile.

- A. Examples of data elements include: DJ Number; Statute Number; District Number; Section; Statute; Matter/Case; Complainant Name; Subject Name; Victim/Institution; Active; Federal; Initiated Date; Entered Date; Reviewer; Lead Attorney; Assignment Date; Last Occurrence; Last Occurrence Date; Document Date; Incident Date; Number of Deaths; Closed Date; Type of Closing; Law Enforcement/City; Source; City; State; File Size; Group; Crime Type; FBI Number; Referring Entity; Reopened Date; Last Occurrence; Staff ID; Assign Date; End Date; Victims Information; Attorney Information; Defendants Information; Nature of Crime; Expert/Consultant Type; and Criminal/No Prosecution Detail.

Disposition: PERMANENT. Fiscal year end data is permanent. Accession a copy of the data for closed or terminated cases to the NARA in blocks of five fiscal years when the data is 30 years old in accordance with 36 CFR §1228.270.

- B. Public use version. Consists of a redacted copy of Item 2A.

Disposition: PERMANENT. Fiscal year end data is permanent. Accession a copy of the data for closed or terminated cases to NARA in blocks of five fiscal years when the data is 30 years old in accordance with 36 CFR §1228.270.

3. **Outputs.** Management, Tracking, and Ad Hoc Reports. Examples include Trend Analysis reports, "Issue of the Day" reports, and Quarterly Division Management reports.

Disposition: Temporary. Destroy when five years old or when no longer needed for agency business, whichever is sooner.

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4. **Documentation.** Systems Administrator documentation, User Manual, Policy and Procedures, Entity Relation Diagram (ERD), Record Layouts, and Codes.

Disposition: Permanent. Accession a copy of the documentation with the file to NARA. Accession updates and changes with subsequent transfer of the file.