

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-060-05-6</i>	
1 FROM (Agency or establishment) Department of Justice		DATE RECEIVED <i>7/18/2005</i>	
2 MAJOR SUBDIVISION Environment and Natural Resources Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Sue Lattin	5 TELEPHONE <i>Sue Lattin 7/11/05</i> 202-616-3335	DATE <i>11/26/06</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Waverton</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 \_\_\_\_\_ 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 <i>7-13-05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Bergling</i> Bernard W. Bergling	TITLE Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><b>Case Management System</b></p> <p>The case management system is an automated tracking system containing case-related information that had been previously been maintained solely on its case classification and docket cards, which have already been separately scheduled. The Case Management System records data elements concerning the receipt, nature, handling, progression, disposition, results, and closure of cases and matters. In these cases, the DOJ represents the legal interests of the United States that are formally filed, or contemplated for filing, in court. The case management systems may also include timekeeping information to document the specific amount and kind of work activity devoted to individual cases and related legal and program tasks. The systems may also include information used to manage the internal assignment of cases to attorneys and staffs; to monitor the status of and work on those cases, to identify and analyze workload trends and issues; to devise its annual budgets and special budget requests; and to report to officials and entities within and outside the Department of Justice concerning the caseload, activities, performance, and needs.</p> <p><i>Agency Nume</i></p>		

*2/16/06 copies sent to Agay, Nume*

## 1 Inputs

- A. Data entry documents used as case management input or source records designed and used solely to create, update, or modify the records in the case management system.

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 approved disposition authorities for the associated file.

## 2. Masterfile

Examples of data elements may include: DJ number, case caption; parties; title; relief sought/granted; result; potential Government financial exposure; received date; AG service date, type of service, how served, and mail registration number; U.S. Attorney service date; Government agency involved (primary and secondary); case type/litigation area; assigned attorney and reviewer and their roles; related DJ number and relationship; field office; country; other ID numbers, FBI number; crime type; 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, alien number; case notes; assignment types; actions and calendar dates; litigation stage (pre-trial/trial;; appellate memo; court of appeals; certiorari memo; Supreme Court), stage start date; Government role/participation; branch and branch section assignment; handling (personally handled; jointly handled; monitored; delegated, never); court type, court district/circuit; court filing date, court docket number (primary and secondary); appellate assignment; reason for appeal; appeal recommendations; disposition and disposition date, and case closure date.

Disposition: PERMANENT. Fiscal year end data is permanent. At the end of each fiscal year move or copy closed cases offline. Accession a copy of the data for closed or terminated cases to the National Archives and Records Administration when the data is at least 15 years old and no later than 30 years old in accordance with 36 CFR 1228.270.

3 Public use version (when created)

Consists of a redacted copy of Item 2. Note NARA prefers to receive a redacted copy from the agency but a public use version is not required.

Disposition PERMANENT Fiscal year end data is permanent. At the end of each fiscal year move or copy closed cases offline. Accession a copy of the data for closed or terminated cases to NARA when the data is at least 15 years old and no later than 30 years old in accordance with 36 CFR 1228.270.

4 Outputs

Management, tracking, and Ad Hoc reports. Reports include printed, on-line display, and posted internal web-based display reports containing detailed lists or summary statistical information concerning such things as new case receipts, pending cases, disposition or closure of cases, cases assigned to particular attorneys, reviewers, or components, cases by agency represented, cases by casetype, cases by dollar amounts at issue, cases by handling, cases by assignment type, cases by court, work time recorded for component, attorney, case casetype, period of time, or activity, and any combination of the above elements.

Disposition TEMPORARY Destroy when 5 years old or when no longer needed for agency business, whichever is sooner.

5 Documentation

System administrator documentation, user manuals, policy and procedures, entity relation diagrams (ERDs), record layouts, and codes.

Disposition PERMANENT Accession a copy of the documentation to NARA with the masterfile copies. Transfer updates and changes with subsequent transfer of the masterfiles.