

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions attached)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER 71-060-05-7	
1 FROM (agency or establishment) United States Department of Justice		DATE RECEIVED 7/18/2005	
2 MAJOR SUBDIVISION Office of the Solicitor General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Robert Faurot</i> 6/29/05 Robert Faurot, Executive Officer	5 TELEPHONE (202) 514-5507	DATE 1/20/06	ARCHIVIST OF THE UNITED STATES <i>M. W. ...</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 7-5-05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;"><u>Automated Docket System</u></p> <p>The Automated Docket System (ADS) is the system used by the Office of the Solicitor General (OSG) to track cases, matters, briefs, petitions, and recommendations</p> <p><u>Master File</u></p> <p>The master file contains data about each case, matter, petition, and recommendation including case number, petitioner/respondent, division/agency, case attorneys, various filing and court dates, recommendation, disposition, proceeding lists, and case summary</p> <p><u>Disposition</u> PERMANENT Transfer to the National Archives and Records Administration (NARA) 30 years after case closes in the OSG</p> <p style="margin-top: 20px;"><i>Agency, NWME</i></p>		

2A 2/16/06 copies sent to Agency, NWME

Office of Solicitor General Automated Docket System**Page 2 of 2**2 **Outputs**

The ADS produces approximately eighty reports such as petitions filed, matters filed, attorney caseload, briefs filed, suspense reports for filing due dates, lists of cases with overdue filings, lists of cases by Department of Justice division, lists of pending cases. There are tracking reports for cases, matters, petitions, briefs and recommendations. Some reports are generated daily (reports that track pending cases, due dates and overdue filings) and other reports are generated by request.

Disposition TEMPORARY Destroy when no longer needed for reference or administrative purposes

3 **System Documentation**

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)

Disposition PERMANENT Transfer to NARA with related data