

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-60-05-11</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/5/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Antitrust Division (ATR)			
3 MINOR SUBDIVISION Executive Office			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Thomas D. King</i>	5 TELEPHONE NUMBER 202-514-4005	DATE <i>13 May 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Matter Tracking System Database (MTSD)</b>  The Matter Tracking System Database (MTSD) is the case management system for the Antitrust Division. It facilitates management of information about the Antitrust Division's operations to include cases, matters, mergers, and investigations.   <b>SEE ATTACHED</b>	<i>NI-60-846</i>	

# Department of Justice, Antitrust Division: Matter Tracking System Database (MTSD)

## 1 Inputs

a Division activities, including both civil and criminal investigations, cases, appeals, business reviews, regulatory proceedings, merger screening, clearance requests and non-matter projects are manually entered into MTSD by Division staff

Disposition TEMPORARY File in related case file and use the disposition instructions for the case file *Filing instruction*

b In addition, information on Hart-Scott-Rodino filings and clearance requests shared with the Federal Trade Commission are downloaded into MTSD from the FTC's HSR Tracking System

Disposition TEMPORARY, destroy/delete after data has been successfully capture, entered, and verified in MTS and no longer needed (GRS 20/2)

## 2 Master File Subsystems of MTSD

a Matter Tracking System (MTSS) – Summary information about all of the Division's matters, including merger filings, FTC/DOJ clearance requests, business reviews, National Cooperative Research and Production Act (NCRPA) filings, civil and criminal investigations, cases, and special projects

b Criminal Case Sentencing System (CCSS) – Summary information about the Division's criminal matters, including parties, violations alleged, immunity requests, referrals to other agencies, and sentencing information

c Judgment Tracking System (JTS) – Summary information about the Division's consent decrees, including the date the decree was entered, terms of the decree, termination date, and assigned staff

Disposition PERMANENT Cut off when case/matter is closed Transfer to NARA in ten year blocks ten years after cutoff

## 3 Master File Subsystems of MTSD

a Human Resources Tracking System (HRTS) – Summary information about current and historical personnel data, including employee locator information, section/office assignment, series, grade/step, tour, and demographic information

b Time Reporting System (TRS)

Disposition TEMPORARY Cut off when case/matter is closed Destroy 20 years after cutoff

## 4 Outputs

MTSD has a front-end search interface available to all users It can also generate various reports about any of the matter information contained in the system

Disposition TEMPORARY, destroy/delete when superseded or obsolete (GRS 20/16)

*GRS 20/5*

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5 System Documentation

Disposition PERMANENT Transfer to NARA with Master File (GRS 20)/6