

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-060-05-13</i>	
1 FROM (Agency or establishment) Department of Justice		Date Received <i>4/20/07</i>	
2 MAJOR SUB DIVISION Civil Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Management Information <i>Norothy Balr</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Larry J Easterling <i>Larry Easterling</i>	5 TELEPHONE (202) 616-8074	DATE <i>8/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Althea...</i>
<p>6 AGENCY CERTIFICATION</p> <p>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 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.</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE Bernard W Berglind	TITLE Records Officer DOJ	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached sheets</p> <p>RG-060, DEPARTMENT OF JUSTICE CIVIL DIVISION Case Management System</p> <p>The Civil Division's Case Management System is an automated information system that collects, records, and reports information about the nature, handling, course, and outcome of Civil Division litigation cases and matters included within the Department's duplex-numeric classification system (paper case files scheduled under NARA Job No N1-60-88-10, et al) It includes, but is not limited to, basic data common to most cases, such as received date, court, district/circuit, filing dates, government role, type of litigation or issue, agency represented, attorney and reviewer assignments, handling, disposition at each stage, kind and amount of relief sought and awarded, kind and amount of attorney time worked on a case or matter, and closure date It can also include case activity calendaring and additional specialized data concerning, but not limited to; structured settlements, alternative dispute resolution, government employee representation, fraud matters, foreign judicial assistance, and determinations concerning compensation for radiation exposure, childhood vaccine,</p>		

SA 8/16/07 copies sent to Agency, NWML

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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>and DOE-related occupational illnesses. The Civil Division uses this information to assign cases to attorneys and staff, to monitor the status and work on those cases, to identify and analyze workload trends and issues, to devise annual and special budget requests, and to report on Division caseloads, activities, performance, and needs</p> <p>Inputs</p> <p>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</p> <p>Disposition TEMPORARY Destroy after data has been successfully captured, entered, and verified</p> <p>B Case-related documents (examples include correspondence and court filings) used as sources to create, update, or modify records in the case management system</p> <p>Disposition File in appropriate case file or other appropriate file Destroy or accession to NARA according to approved disposition authorities for the associated file</p>		
2	<p>Masterfile</p> <p>All data are maintained on-line. The masterfile includes data elements common to most cases and additional information entered as available, pertinent, and needed. Data elements recorded for each DJ number can include, but are not limited to, date received, caption, parties, court, district/circuit, government role, relief sought and awarded, casetype, handling, assigned attorney and reviewer, dispositions, disposition dates, and closure date. Additional data elements entered as appropriate include, but are not limited to, calendaring actions and due dates, committee decisions on employee representation, referral and return dates for foreign judicial service and evidence collection, FBI investigation numbers, referral dates, and decisions for or against civil pursuit of fraud matters, names of mediators and benefits derived from alternative dispute resolution, market value, administrators, schedules, and payments associated with structured settlements, and the types of illnesses and the names of doctors, opposing counsel, and special masters associated with medical claims under legislated compensation programs</p> <p>Disposition PERMANENT Accession a copy of all data for individual closed or terminated cases to the National Archives and Records Administration in blocks of 5 calendar years once the cases have been closed for 30 years, in accordance with 36 C F R 1228.270</p>		

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3	<p>Outputs</p> <p>Management, Tracking, and Ad Hoc Reports Outputs include printed, on-line display, and internal web-based display reports consisting of detailed lists or summary statistical information selected and sorted according to a wide range of management interests These include, but are not limited to, reports concerning new case receipts, pending cases, closed cases, the financial outcome of cases, assignment of cases and matters to particular attorneys, reviewers, or components, cases involving particular subjects or agencies represented, work time recorded for specific components, attorneys, cases, casetypes, periods of time, or activities, pending calendar actions according to attorney and court, and any combination of data elements such as those above as it may be of interest to Division management</p> <p>Disposition TEMPORARY Destroy when 5 years old or when no longer needed for agency business, whichever is sooner</p>		
4	<p>Documentation</p> <p>System administrator documentation, user manuals, policy and procedures, entity relation diagrams (ERDs), data system specifications, file specifications, record layouts, and codes</p> <p>Disposition PERMANENT Accession a copy of the documentation to NARA with the masterfile copies Transfer updates and changes with subsequent transfer of the masterfiles</p>		