

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-06-2	DATE RECEIVED 2-21-2006
1 FROM (Agency or establishment) United States Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Community Oriented Policing Services (COPS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE 9/10/06	ARCHIVIST OF THE UNITED STATES All W... ..
4 NAME OF PERSON WITH WHOM TO CONFER Doretha Breedy, Records Manager	5 TELEPHONE 202-514-8092		

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 1 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 02-07-06	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Office of Community Oriented Policing Services (COPS), of the Department of Justice was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Justice Department, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the country. By earning the trust of the members of their communities and making those individuals stakeholders in their own safety, community policing makes law enforcement safer and more efficient, and makes America safer.</p> <p>1. Grant Monitoring Case Files The COPS Grant Monitoring Division files contain Site Visit Reports and office based Grant reviews and associated documents to support those activities. These activities detail the Grant Monitoring Specialists' reviews of grantees for compliance with the terms and conditions of COPS grant programs. The various Grant Monitoring functions are designed to ensure that grants are properly and effectively utilized to promote the advancement of community policing. In addition to compliance assessment, the Grant Monitoring Division also seeks to acquire and share knowledge of effective community policing programs, strategies and practices which may merit replication in other communities</p>		

The case files consists of Issue Resolution Module (IRM) (internal) reports to COPS Divisions including Finance, Grants, Legal, Monitoring, etc. These reports are in the form of administrative referrals and/or compliance referrals, site visit reports/office based grant review documentation, duplicates of original documents contained in official grant files (award document, terms and conditions, etc), and feedback correspondence

Disposition Temporary Transfer closed case files to the Washington National Records Center (WNRC) three years after closing of the audit issue. Cutoff period is the end of the fiscal year. Destroy 10 years after closing

2 **Audit Grantee Case Files** consists of closed grantee audit files that include copies of program audits sent to Office of Inspector General (OIG) and Government Accountability Office (GAO)

Disposition Temporary Transfer closed case files to the WNRC one year after closing of the audit report. Destroy 5 years after closing

3 **Audit Program Case Files** include final OIG Audit Reports and GAO Engagements and relevant documentation related to audit requests and response to audit recommendations

Disposition Temporary Transfer closed case files to the WNRC two years after the close of the audit report. Destroy 5 years after closing

4 **Electronic version of email messages and Word processing documents** Records created and received via electronic systems that support case matters will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt data. The process described in Items 1, 2 and 3 above is the record keeping system

Disposition Delete after copying to paper and placement in the record keeping system