

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-1-P	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Office of Debt Collection Management			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>Re 4/4/08 copy sent to agency</i>			

Department of Justice. Justice Management Division. Nationwide System

The Nationwide System records summary level statistical information on debt referrals being litigated in all United States Attorney Offices. Referrals track Civil financial litigation status only as to the referral being Open, transferred, or Closed. No activities beyond those are captured. Statistical information on referrals is provided from the system to the proper officials in the Department, at the client agencies, at OMB, and the Congress.

1. Inputs

Basic information about the case is obtained from the Claims Collection Litigation Report (CCLR) and from hard copies of the Case Initiation Sheets created as part of Collection Litigation Automated Support System (CLASS). Additional inputs come from a monthly "Closed Cases" electronic file from the Executive Office for U.S. Attorneys.

Disposition: TEMPORARY, delete/destroy after data is captured, entered, and verified.

2. Master File

Only basic debt information is maintained in this system. This information includes, debtor name and address, type of debt, responsible referring agency and address, system assigned record number, dollar amount of debt at referral, and closing information.

Disposition: TEMPORARY, delete 7 years after case is closed.

3. Outputs

Outputs include hard copies of monthly management reports and other *ad hoc* reports produced on request.

Disposition: TEMPORARY, destroy/delete when no longer needed for administrative use

4. System Documentation

Destroy when superseded or obsolete (GRS 20, item 11)

5. Back up copies

Backups are created daily and stored offsite at the contractor's (CACI-IMS) headquarters (Arlington, VA).

Destroy when superseded or identical records have been deleted (GRS 20, item 8b)