

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08- 6	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/7/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Facilities and Administrative Services Staff (FASS)			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Ronald A. [Signature]</i>	5 TELEPHONE NUMBER 616-2995	DATE 7/15/08	ARCHIVIST OF THE UNITED STATES <i>Allen W. [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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jenita P. [Signature]</i>	TITLE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHED	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Department of Justice: Justice Management Division: Department of Justice Rent Management System (DRMS)

The Department of Justice Rent Management System (DRMS) is an enterprise wide application used by all offices within the department. It is administered by the Facilities and Administrative Services Staff of the Justice Management Division

1 ~~Inputs~~

~~Inputs for the system include, but are not limited to GSA rent bills, DHS security bills, and information on real estate leases, federal building costs.~~

~~Disposition: TEMPORARY, delete/destroy after data has been captured, entered, and verified or when no longer needed, whichever is later.~~

2. Master File

DRMS is a system designed to track real property and space management data in order to produce accurate rent billings to customers and to perform critical rent budgeting functions. The file is in the form of a relational database with multiple primary and secondary keys.

Disposition TEMPORARY, delete after 7 years.

3 ~~Outputs~~

~~The system is used to generate budget estimates, reports on real property holdings, monthly rent bills, and other related reports~~

~~Disposition: TEMPORARY, delete when no longer needed for administrative use.~~