

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-60-08-8	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/5/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Executive Office for Immigration Review (EOIR)			
3. MINOR SUBDIVISION Office of the Chief Admin Hearing Officer			
4. NAME OF PERSON WITH WHOM TO CONFER Gustavo D. Villageliu	5. TELEPHONE NUMBER (703) 305-0470	DATE 11/5/08	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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gustavo D. Villageliu</i> Gustavo D. Villageliu	TITLE Senior Assoc. General Counsel	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED UCAHO's ACMS		

Department of Justice: Executive Office for Immigration Review (EOIR): **OCAHO's Automated Case Management System**

The Automated Case Management System (ACMS) is a relational database management system created in Microsoft Access 95 that has been migrated to Microsoft Office Access 2003. It is a desktop-database application that runs under Window XP. ACMS provides all of OCAHO's caseload information and is an automated research tool.

First developed in the mid-1990s, ACMS is designed to track and manage caseload information and documents for cases before the Administrative Law Judge (ALJ). The most commonly used functions of the ACMS system have been the case management and research functions. When a case is entered in to the system, a case record is created. Data is input from subsequent documents throughout the life of the case. It can range from the assignment of an ALJ to an opinion by the Supreme Court. The system is also used to schedule hearings and generate reports. Documents filed with the case become part of the official case file.

1. Inputs

~~Data for the system is collected from a variety of documents submitted as part of the case. These include documents submitted by DHS, OSC, complainant(s), respondent(s), attorneys from the private bar and charging parties as well as information entered by other EOIR employees.~~

~~Documents submitted should be filed with and disposed of according to the relevant case file disposition after input and verification in the system.~~

2. Official Case File

Information about each case includes any testimony, exhibits, subpoenas, decisions rendered, and important dates/actions in the case. The system is also used for scheduling information, including assignment to a judge, scheduling of hearings and the determination of final agency dispositions.

Disposition: PERMANENT, cut off closed cases annually. Transfer to National Archives and Records Administration (NARA) 20 years after cut off, in accordance with 36 CFR 1228.270 or applicable regulations at time of transfer.

~~3. Outputs~~

~~The ACMS system generates myriad reports used for management, statistical, and verification purposes. These may include, but are not limited to, statistical reports of ALJ caseload, Chief Administrative Hearing Officer (CAHO) actions, publication of precedent decisions, EAJA or attorney fees and appeals to Circuit Courts.~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed.~~

4. System Documentation

Disposition: PERMANENT, transfer to National Archives with transfer of official case file (item 2). (GRS 20, item 11)