

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-10 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Executive Office for Immigration Review (EOIR)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
	* Job is being withdrawn prior to agency signature. These records have been incorporated into the proposed schedule for the associated database, Case Access System for EOIR (CASE). see job N1-60-08-7. -RF 4/29/09		WITHDRAWN

Department of Justice: Executive Office for Immigration Review (EOIR): Digital Audio Recording (DAR) Records

The Immigration Courts tape proceedings and decisions in audio files to be incorporated into and used with Record of Proceeding (ROP) case files. Traditionally these recordings were captured on analog tapes. The new Digital Audio Recording (DAR) system integrates with the Case Access System for EOIR (CASE) to provide EOIR employees access to case information and audio recordings in one interface. Recordings can be annotated, played back, and copied for distribution to the alien or other case participants. Each case may have one or multiple recordings associated with it.

1. Inputs

In the DAR system, recordings can be taped by immigration officials if the hearing has been scheduled through the interactive scheduling functions of CASE. Immigration officials initiate the recording process through the DAR system and may stop and start recording throughout the proceeding or annotate/time stamp key points in the proceedings for future accessibility. DAR records with a four channel input, with a separate input for each of up to four microphones. When recording is finished, it is loaded to middle tier servers and at least daily transferred to the central server for storing.

Disposition: TEMPORARY, delete when successfully captured, loaded and verified.

2. Digital Audio Recordings

The recordings are stored on a central server, which functions as a centralized database of recordings. Recordings may be of an entire hearing, oral arguments, or just a draft/final decision recorded separately by the immigration judge. The DAR system also provides access to annotations for easy navigation within the recording.

Disposition: TEMPORARY, delete 20 years after close of case

3. Outputs

Audio recordings can be created for distribution to the alien involved or for use by immigration officials. Recordings created in DAR for distribution can either be a simple audio file playable on any media appropriate playback device or may be an advanced copy with the player and annotations. Recordings can also be accessed and played through the CASE system.

Disposition: TEMPORARY, destroy when no longer needed.

4. System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete.

WITHDRAWN