REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-60-08- 15	

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 6|9|08

1. FROM (Agency or establishment)
Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Criminal Division

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Office of Enforcement Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Rosita Washington

5. TELEPHONE NUMBER
202-353-0410

DATE 9/16/08

ARCHIVIST OF THE UNITED STATES

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,

☒ is not required   ☐ is attached; or   ☐ has been requested.

DATE 06/03/2008	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Director OPMP

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

9/15/08 copies sent to Agency, NWMW, NR

Department of Justice: Criminal Division: Title III Tracking System

Title III of the Omnibus Crime Control Act (18 USC § 2518) authorizes electronic surveillance techniques to be used in certain circumstances where approved by an authorized judge. One of the tasks of the Office of Enforcement Operations is to administer sensitive areas of law enforcement, including Title III authorizations. The Title III tracking system is used by the OEO to track all federal electronic surveillance requests and requests to apply for court orders permitting the use of video surveillance pursuant to 18 USC § 2518.

1. ~~Inputs~~
~~New requests are manually entered into the system based upon the request received. In some instances the request is a renewal of or relation (spin off) to a previously established request. In these cases, once the previous request and the type of relationship between the two have been identified the system will create a new request with data automatically populated from the previous request.~~

~~The paper applications received are sent back to the requesting agency with signature or denial. Fielded data is manually entered — see master file disposition.~~

2. Master file
The Title III Tracking System is an application designed to track various surveillance use authorized by the Department of Justice. Information tracked in the system includes identification of the applicant and the target individual, number and types of surveillance techniques to be used, location of the surveillance, reviewing and authorizing officials, date of authorization or rejection and of expiration, relevant legal statutes for offenses, and related earlier requests. In addition there are some fields that allow additional notes about the request to be included. In instances where a relationship to a previous request is established, information is included referring to the earlier request. Also included in the system are maintenance tables for establishing the parameters of fields limited by controlled vocabulary.

Disposition: TEMPORARY, delete ten years after expiration of request.

3. ~~Outputs~~
~~The Title III system has the ability to automatically generate for printing a variety of labels, notes and reports. These may include statistical and monthly reports, pending and/or possible renewal requests, request labels and notes.~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed.~~ (GRS 20)

4. ~~System Documentation~~

~~Disposition: TEMPORARY, destroy when superseded or obsolete.~~ (GRS 20)