

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08- 21	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/5/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sue Lattin	5. TELEPHONE NUMBER 202-616-3335	DATE 8-28-08	ARCHIVIST OF THE UNITED STATES <i>Adriane C. Thomas</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 06/05/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janette Platte</i>		TITLE Director, ORMP
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 GRS OR SUPERSEDED JOB CITATION	10.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>SA 9/8/08 copies sent to Ager, NWMU, NR</i>			

Department of Justice: Personnel Locator System

Personnel Locator System is an application that is accessed through a component's Intranet and is accessible only to persons within the Department of Justice. The system provides a single point-of-entry for component staff to access information about fellow employees and contractors that facilitates a collaborative work environment. All information is provided voluntarily and there is no penalty to personnel who choose not to participate.

1. Inputs

~~Data primarily is input directly into the system by users. Employment and office locator information may be imported from other electronic information systems, such as the National Finance Center (NFC) system. Authorized editors will take and post photographs for personnel opting to participate in this module.~~

~~Disposition: Delete when data has been entered into the master file or database and verified. (GRS 20)~~

2. Master File

The locator portion of the system contains information for each employee assigned to an office or agency. Fields may include:

- name of employee or affiliated personnel
- position title
- office location
- office telephone
- fax number
- office address
- email address
- photograph (optional)
- personal and professional background records
- self-declared experience, skill or certification
- commissions

The emergency contact information module contains comprehensive contact information from employees or affiliated personnel that may be used to contact the person named, or his/her authorized designee, in the event of an emergency during or outside of official duty hours. Information categories may include:

- home addresses
- home telephone numbers
- cellular telephone number
- pager number

- email addresses
- names, telephone numbers and email addresses of family members or other emergency contacts other contact information persons may wish to provide

Disposition: TEMPORARY, cut off when superseded, obsolete, or when employee has separated from agency. Delete when no longer needed for business purposes or after 3 years, whichever is later.

3. Outputs

~~Routine searches performed by users for professional information about fellow personnel, or for personal/professional information and photographs of personnel who elect to share those data. Authorized users also may search for emergency contact information about staff who have input these data. Records may be output to the screen or to hard copy. Searches may be for single individuals, or for aggregate lists of persons with particular expertise, belonging to certain sections of the Division, etc.~~

~~Disposition: TEMPORARY, Destroy when no longer needed. (GRS 20)~~

4. System Documentation

~~Systems administration documentation, user manuals or instructions, policy and procedures, System of Records Notice (SORN) and Privacy Impact Assessment (PIA).~~

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