

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-22	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/30/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Division			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER James S. Russell <i>JMR</i>	5 TELEPHONE NUMBER 202.616.0759	DATE 9/30/09	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 9/30/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Director, OPMIP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Attorney Search Warrant/Attorney Subpoena Systems</p> <p>Because of potential effects upon attorney-client relationships that may result from issuance of a search warrant or subpoena for issues relating to an attorney's representation of a client, there are special authorization procedures in place to govern the issuance of these. These procedures are detailed in title 9 of the U.S Attorney's Manual (USAM). The Criminal Division serves as the authorizing entity for these special search warrants and subpoenas. The Attorney Search Warrant System is an application designed to track various attorney search warrant applications authorized by the Department of Justice. The Attorney Subpoena Network Tracking System is an application designed to track various attorney subpoena information authorized by the Department of Justice.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice: Criminal Division: Attorney Search Warrant/Attorney Subpoena Systems

1. ~~Inputs~~

Information is manually input into the system from applications and supporting documentation received.

Disposition: File hard copy documents with related case files and apply appropriate case file disposition.

File instructions only

2. Master files

a. Attorney Search Warrant

The system records data about the requestors (such as the district, agency, contact information), proposed search date, location and type of search, targeted attorney/firm, objectives, relative statutes. Authorization data tracked includes assigned employees, actions, status, and remarks.

b. Attorney Subpoena

Data includes case name, district, agency, requestor information, type of subpoena, violations and statutes, targeted attorney and law firm information, type of information requested, whether they have been notified and will comply, and justifications. Authorization data tracked includes assigned employee, activities and actions taken, status, and remarks.

Disposition: TEMPORARY, delete 10 yrs after date closed.

3. ~~System Documentation~~

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

4. ~~Outputs~~

The system allows authorized users to produce ad hoc reports as needed.

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

GRS 20