

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-08-28</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/17/08</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management Division, OCIO		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
MINOR Enterprise Solutions Staff			
4. NAME OF PERSON WITH WHOM TO CONFER <i>[Signature]</i> Dr. Oswald A. Cartwright	5 TELEPHONE NUMBER 202-307-6928	DATE 7-31-2008 <i>8/17/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6. AGENCY CERTIFICATION</p> <p>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,</p> <p style="text-align: center;"> <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>			
DATE <i>8/14/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director/OCIO</i> Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Department of Justice: Justice Management Division, Civil Applicant System (CAS)

The Civil Applicant System (CAS) is a user-funded service that DOJ Components (and other authorized and participating federal agencies) use to electronically capture civil applicant fingerprints and biographical data for submission to the Federal Bureau of Investigation's (FBI) Integrate Automated Fingerprint Identification System (IAFIS) as part of the background investigation of new employees, political appointees, and contractor personnel.

1. Input.

(a) Applicant bio and fingerprints

Information used to create the applicant package (name, date of birth, SSN, address, identifiable marks, aliases, etc) is entered via a CAS workstation by an authorized individual during the process of applying for a civil service position. Individual fingerprints are gathered from fingerprint cards or by live scan.

Disposition: TEMPORARY, delete immediately upon processing to the next stage (transmission to the IAFIS).

(b) IAFIS Response

- Acknowledgement of receipt by IAFIS
- For all positively identified candidates, the Computerized Criminal History (CCH) text data (also called RAP sheet) will be transmitted from IAFIS to CAS.
- For all non-identified candidates, a negative response will be transmitted from IAFIS to CAS.

Disposition: TEMPORARY, delete all data after receiving IAFIS response (24 hours or less).

2. Master File

(a) Database

Database contains information required for security audit trails to include IAFIS response type, transmission metrics, processing time, submitting user, transaction status, etc.

Disposition: TEMPORARY, delete data that is 90 days or older every month after collecting system metrics.

(b) Application Logs

Application logs contain information to include transaction status, data pertaining to the functioning of the system/application, etc.

Disposition: TEMPORARY, delete all data weekly.

3. Outputs

(a) Electronic copies of the IAFIS response are sent to OPM for security clearance investigations and to SEPS. Hard copy of response is maintained in Human Resource office in JMD.

Disposition: Destroy upon notification of death of employee or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable (GRS 18/22)

(b) Transactional system report i.e. the number of transactions an agency sends to CAS on a weekly basis used internally and not disseminated to any agency. CAS can produce this report on demand.

Disposition: TEMPORARY, destroy when no longer needed for analysis.

4. System Documentation

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