

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/22/08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Civil Rights Division			
3. MINOR SUBDIVISION Office of Special Counsel for Immigration Related Unfair Employment Practices (OSC)			
4. NAME OF PERSON WITH WHOM TO CONFER Gary Wong <i>Gary Wong</i>	5. TELEPHONE NUMBER 202-514-4224	DATE <i>2/3/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jennifer Plante</i>	TITLE <i>Director OMP</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHED	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Department of Justice: Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices ("OSC"): Employment Information System (EIS)

The Department of Justice is the principal federal agency charged with enforcing federally-protected civil and constitutional rights.

The work of OSC can be divided into three major areas: (1) protecting U.S. citizens and work authorized immigrants from employment discrimination based upon national origin and citizenship or immigration status, unfair documentary practices during the employment eligibility verification process, and retaliation, (2) preventing unlawful discrimination through outreach, and (3) providing advice and counsel on policy issues affecting the civil rights of U.S. citizens and immigrants.

Employee Information System (EIS) is an electronic system used to track demographic and other general information from calls made to the OSC employer hotline or the employee hotline, both of which are nationally distributed toll free numbers.

1. Inputs

During the phone call, a separate data input form called "OSC Hotline Intake Form" is completed to collect data and information. The data from the form is then entered into EIS. The beginning and ending dates for the data are usually the date the call was received. When follow-up calls are made, the end date of the data may be as much as 72 hours after the first phone call.

A percentage of the forms (about 20%) also include specific data relative to the Department of Homeland Security's E-Verify program which is an internet-based employment eligibility system. Currently, EIS does not accommodate specific types of E-Verify calls; however, input forms relating to such calls are analyzed and tracked manually in a monthly spreadsheet.

Disposition for all intake forms: TEMPORARY, destroy/delete in 90 days after being entered into system.

2. Master File

The principal information recorded in the system includes: date of call, name of person taking call, immigration status, location, ethnic background of caller [ethnicity is tracked only if caller volunteers the information], type of business, type of discrimination experienced; particular employment issue (hiring, firing, etc.), action taken and agencies to which caller was referred.

Disposition: TEMPORARY, Cut off at end of fiscal year. Destroy/delete 10 years from the date information is entered in EIS.

3. Outputs

EIS users can generate ad hoc OSC Hotline statistical tracking reports to determine the number of calls received in a particular time period, the top five issues received, the number of completed intake forms, etc.

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.