

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/3/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Security & Emergency Planning Staff (SEPS)			
4. NAME OF PERSON WITH WHOM TO CONFER <i>James L. Dunlap</i>	5 TELEPHONE NUMBER <i>(202) 514-2094</i>	DATE <i>4-23-09</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 <i>11/03/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet [Signature]</i>		TITLE <i>Director, ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Justice Command Center Paper files Justice Automated Command Center System (JACCSS II)</i>		

Department of Justice: Justice Management Division: Justice Command Center

The Justice Command Center (JCC) is a secure 24-hour facility operating in support of law enforcement and national security programs. The JCC is the primary information gathering and crisis management facility for the Attorney General (AG) and senior Department officials; it is designed to function during routine operations and emergencies. Its primary mission is to coordinate the Department's functional activities which require immediate attention by the AG or senior staff and to provide the information, communications, and facilities for making and transmitting accurate and timely decisions under all conditions. On a daily basis, it functions as a 24-hour contact for all Justice Department operations and programs worldwide. The JCC also supports classified national security programs including an alternate crisis management facility designed to enable the Department's leadership to conduct essential functions in emergencies.

Justice Automated Command Center System II was developed in June 2006 to provide office automation for the Justice Command Center, which serves as the crisis center for the Department of Justice. All records and files in JACCS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. These safeguards include restricting access to those with a need-to-know to perform their official duties, using locks and alarm devices, and passwords for all data communications.

1. Paper Files (Watch Log/Message Log Reports) dated from 1986 to June 2006.

Paper files track incoming calls; incoming messages, and notes on activities within the Department of Justice. The paper logs predate any networks and are the principal form of backup.

Disposition: TEMPORARY, delete/destroy when 15 years old.

2. Justice Automated Command Center System (JACCS II)

JACCS II is a system that tracks incoming calls; incoming messages, and provides word processing capabilities. It also maintains information on "key" department personnel such as committee appointments, workgroups, travel status, and contact information. The system is accessible on the secure Justice network.

A. Inputs

Information is entered into the system manually by staff members on duty

Disposition: N/A

B. Master File

Information is stored on the system in various tables/logs

I Watch Log

This is a log of Justice Command Center events which is printed at the end of the day (midnight) and a paper copy is kept. Events which would make the Watch Log may include

- Phone calls
- Terrorist events
- JCC equipment maintenance notes
- Notes on travel or items of interest for the following shifts

Disposition: TEMPORARY, destroy/delete when 15 years old.

II Message Log

A list of electronic messages and fax messages to and from the JCC, individuals serviced by the JCC, and organizations (OAG and DAG for example) serviced by the JCC

Disposition. TEMPORARY, destroy/delete when 15 years old.

III Quick List (contacts)

A list of key DOJ individuals, places, and offices that may need to be reached in an emergency. This list is very fluid and changes from day to day.

Disposition: TEMPORARY, delete when superseded or obsolete

IV Travel Log

The travel log is a subset of the Quick List (contacts) which lists the contact phone numbers for individuals/groups on travel status.

Disposition. TEMPORARY, delete when travel is complete.

C. Outputs

- I Reports can be generated by subject or event of the Message or Watch Log. Information is retained in the system while hard copies of logs are printed out for easy access and for use during emergency situations.

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

- II A signature page for the Message Log is generated and printed displaying the message number assigned by the system. Also indicated are the name of the person who picked up the message with the date and time of the pickup.

Disposition: TEMPORARY, destroy/delete when 15 years old.