

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-060-09-8</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/21/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Attorney Recruitment and Management			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Janet R. Cuniberti</i>	5. TELEPHONE NUMBER 202-514-2134	DATE <i>3/27/09</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 ___ I ___ 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>01/13/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Georgette P. [Signature]</i>		TITLE <i>Director, OARM</i>
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 GRS OR SUPERSEDED JOB CITATION	10.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">HP/SLIP Database</p> <p>The Office of Attorney Recruitment and Management (OARM) exercises delegated authority to take final action in matters pertaining to the employment, separation and general administration of the Department's attorneys and law students in grades GS-15 (or equivalent) and below. In addition, OARM provides Department components with guidance on a variety of attorney personnel issues and performs special attorney personnel duties as assigned by the Department leadership.</p> <p><u>The Attorney General's Honors Program (HP)</u> is highly competitive and the only way that the Department hires entry-level attorneys.</p> <p><u>The Summer Law Intern Program (SLIP)</u> is the Department's competitive recruitment program for compensated summer legal internships.</p> <p align="center">SEE ATTACHED</p>		

The HP/SLIP database was created and is maintained as a control and tracking system for all applicant records for a particular year's program. A new database is created each year containing information from that particular year's HP/SLIP.

1. Inputs

The basic data (name, address, etc) is provided from AVUE Digital Services System via a CD. The information that is entered into the HP/SLIP database regarding interviews, offers and acceptances/declinations is manually input by recruitment staff members.

Disposition: TEMPORARY, cut off at end of the program year (July 15). Maintain CD for five (5) years, then destroy.

2. Master File

Applicants to a specific year's HP and SLIP

Data fields include: name of applicant, home address, phone numbers, e-mail address, program to which the applicant applied, whether the applicant is a judicial law clerk, former DOJ experience, veteran's status, RSNO (if given), year in law school, class rank, disability (if given), law review experience, moot court experience, special awards, citizenship, law school attending/attended, DOJ components to which the candidate applied, interviews by components, selection as finalist by component, offer extended by component, acceptance or declination.

Disposition: TEMPORARY, cut off at the end of the program year (July 15); destroy/delete 15 years after cutoff.

3. Outputs

The database is used to develop statistical analyses and to prepare reports for various officials.

General statistical reports
Names of candidates who accepted offers report.

Disposition: TEMPORARY, cut off at the end of the program year (July 15); destroy/delete 15 years after cutoff.

4. System Documentation

N/A