

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-060-09-10	
1 FROM (Agency or establishment) Department of Justice		Date Received 2/11/09	
2 MAJOR SUB DIVISION Civil Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Policy and Management Operations, OMP <i>1/23/2009</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Larry J Easterling	5 TELEPHONE (202) 616-8074	DATE <i>6/4/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 of 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><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i>	TITLE Director, Office of Records Management Policy, JMD, DOJ	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached sheets</p> <p>RG-060, DEPARTMENT OF JUSTICE CIVIL DIVISION Automated Records Tracking System (ARTS)</p> <p>The Civil Division's Automated Records Tracking System (ARTS) records and tracks the creation, location, content, associated transactions, and disposition of all the Division's litigation case files included within the Duplex-Numeric Classification System of the Department of Justice (NARA Job No N1-60-88-10, et al) The system records the creation of each file section for each case, describes the content of each file section where assigned attorneys provide that information, records the current and storage locations of each file section, tracks each loan and return of individual file sections, records the physical transfer of all file sections between the Division's many records units, records the location of all file sections transferred to Federal Records Centers, and records the final disposition of all file sections as they are destroyed or transferred to the National Archives in accordance with approved disposition schedules The Civil Division uses the system to locate and retrieve files as needed for business purposes, to identify records for retirement and disposition consistent with criteria</p>		

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1	<p>specified in approved disposition schedules, and to manage the maintenance and disposition of records in accordance with Federal law, Departmental policy, and NARA regulations, policies, and procedures</p> <p>Inputs</p> <p>A Data entry documents used as input or source records designed and used solely to create, update, or modify the records in the records management tracking system</p> <p>Disposition TEMPORARY Destroy after data has been successfully captured, entered, and verified <i>GRS 20</i></p> <p>B Independent records concerning the storage and disposition of records that are used to enter location and disposition information about them in the records management tracking system, including Requests for Records Disposition Authority (SF-115s), Records Transmittal and Receipts (SF-135s), Agreements to Transfer Records to National Archives of the United States (SF-258s), Notices of Eligibility for Disposal (NA-13001s), Notices of Accession Location Change (NA-13016s), Reference Requests-Federal Records Center (OF-11s), and related documentation</p> <p>Disposition TEMPORARY Destroy in accordance with General Records Schedule 16, Items 2, 4, and 7</p> <p>C Program records filed in the official files of the Department's duplex-numeric classification system, which are described and monitored in the records management tracking system</p> <p>Disposition Maintain and dispose of according to approved disposition authorities for the associated files</p>		
2	<p>Masterfile</p> <p>All data is maintained on-line For each file section tracked, the data fields include the DJ number of the case, the case caption, the date of case closure, as-needed narrative notes about the case file, the file section category code, file section number, Key Order section number, full file section descriptions, kind and quantity of special media included, current location, storage location, FRC accession number, FRC box number, availability code ("missing," "archived," or "destroyed"), and final file section disposition date and code ("destroyed" or "archived") Additionally, the master file contains date and transaction information related to the handling of case file sections during their entire life-cycle, such as the creation of the file sections, the deletion of file sections, all checkouts and check-ins of files from specific storage locations, and all transfers of files between storage locations prior to their final disposition</p> <p>Disposition TEMPORARY Delete or destroy all records in the system related to an individual case file or DJ number 30²⁰ years following the final disposition (destruction or transfer to the National Archives) of all the physical file sections belonging to each individual case or DJ number</p> <p style="text-align: center;"><i>- per email of 2/23 RF</i></p>		

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3	<p>Outputs</p> <p>Management, Tracking, and Ad Hoc Reports Reports include printed, on-line display, and posted web-based display reports consisting of detailed lists or summary statistical information concerning file sections added, file sections checked out to requestors, file sections checked in when returned, out-cards for checked out files, file sections checked out to individuals, file sections for closed cases eligible for transfer from Active Records Units to the Division's off-site Records Management Unit, status and current location of all file sections stored at specific records units, and file sections eligible for accessioning to Federal Records Centers</p> <p>Disposition TEMPORARY Destroy when 1 year old or when no longer needed for conduct of agency business, whichever is sooner</p>		
4	<p>Documentation</p> <p>System administrator documentation, user manuals, policy and procedures, entity relation diagrams (ERDs), record layouts, and codes</p> <p>Disposition TEMPORARY Update and replace as needed to operate the system and to understand the records maintained in it Destroy superceded documentation when no longer needed for agency operational and research purposes</p>		