

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-13</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/1/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Environment and Natural Resources Division (ENRD)			
3 MINOR SUBDIVISION Land Acquisition Unit			
4. NAME OF PERSON WITH WHOM TO CONFER Sue Lattin <i>Sue Lattin</i>	5 TELEPHONE NUMBER 202-616-3335	DATE <i>9/29/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adeline 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jenette P...</i>		TITLE <i>Director O&MP</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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">Appraisal Management System (AMS)</p> <p>The Land Acquisition Section is responsible for acquiring land through condemnation proceedings, for use by the Federal Government for purposes ranging from establishing public parks to creating missile sites. The Land Acquisition Section is also responsible for reviewing and approving title to lands acquired by direct purchase for the same purposes. The legal and factual issues involved are often complex and can include the power of the United States to condemn under specific acts of Congress, ascertainment of the market value of property, applicability of zoning regulations, and problems related to subdivisions, capitalization of income, and the admissibility of evidence.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice: Environment and Natural Resources Division, Land Acquisition Unit:
Appraisal Management System (AMS)

Developed in 2007/2008, the Appraisal Management System provides an accurate historical and current log of the workload of the Land Acquisition Unit and is an effective tracking and planning tool. It provides information on appraisers, their rating, specialty, location, and assignments. The system also provides detailed information on an appraisal.

Case Files are scheduled under NARA Job #N1-60-88-10, Class 33, Federal Building Sites.

1. ~~Inputs~~

Select information is imported nightly from ENRD Case Management System. All other data is manually entered by a Land Acquisition Unit staff member.

Disposition: TEMPORARY. Destroy/Delete when entered and verified in Master File. (GRS 20)

2 Master File

Data in this system contains privileged attorney work product, specifically dealing with expert witness testimony and litigation. Some of the major fields include Case Name, DOJ Number, Tract Name, Appraiser Name, Reviewer Name, Project, and Review Date, Recommendation, Appraised Values and Notes.

Disposition: ~~TEMPORARY, destroy/delete 25 years after close of related case.~~
*Permanent. Preaccession to NARA 5 years after close of related case.
Transfer to NARA 25 years after close of related case.*

3. ~~Outputs~~

The system provides several static reports such as: Assigned Reviews, Appraisal Activity, Appraiser History, Completed Reviews, Case History, etc.

Disposition: TEMPORARY, delete when no longer needed. (GRS 20)

4. ~~System Documentation~~

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

*- per agency agreement
9/16/09 JF*