

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NI-060-09-15</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>5/12/09</i>	
1 FROM (Agency or establishment) Department of Justice		<p align="center">NOTIFICATION TO AGENCY</p> <p>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10</p>		
2 MAJOR SUBDIVISION Justice Management Division, OCIO				
MINOR Office of the Chief Information Officer (OCIO)				
4. NAME OF PERSON WITH WHOM TO CONFER Trevor A. Browne	5 TELEPHONE NUMBER 202-305-4605	DATE 7-31-2008 <i>9-18-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Chomay</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 <u><i>2</i></u> 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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested</p>				
DATE <i>5/18/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>		TITLE Director, ORMP	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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"><b>Telecommunications Account Billing System (TABS)</b></p> <p>TABS is the Telecommunications Account Billing System used to track charge back revenue and customer accounts for telecommunication services within DOJ</p> <p align="center"><b>See Attached</b></p>			

**Department of Justice: Justice Management Division, Office of the Chief Information Officer: Telecommunications Account Billing System (TABS)**

1. Input.

Telecommunication data from various vendors is both manually entered and loaded via automation into the system. Customer information, to include Reimbursable Agreements, is also entered manually by authorized DOJ users.

Disposition: TEMPORARY, cut off at end of FY in which data is received. Destroy/delete one year after cutoff.

2. Master File

a. Chargeback Processing/Revenue Tracking – Processes telecommunication vendor’s data files into monthly charge backs to DOJ customers and stores all charge back revenue by billing account code (BAC), service, and obligation month in a centralized location. The system provides an easy view of historical and projected revenue information in a variety of formats

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

b. Reimbursable Agreement (RA) – Generated each fiscal year (FY) based on prior year revenue amounts. Automatically audits RA amounts and can request amendments when the RA is projected to be overdrawn.

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

c. Customer Contacts – Manages customer information such as mailing address, phone number, and email. Easily prints mailing labels for monthly mail-outs of customer invoices or reimbursable agreements.

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

3. Outputs

Automatically generates remittance forms, customer invoice statements, and other financial spreadsheets. These include:

- Analytical reports for each OSS service
- Customer Invoice Statements for our customers’ records
- Charge back spreadsheets for Finance Staff
- OBD-231 spreadsheets for Finance Staff (Automatically generated when RA totals are adjusted)
- Reimbursable Agreements (RA) for our customers
- Management-level reports and charts
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**Department of Justice: Justice Management Division, Office of the Chief Information  
Officer: Telecommunications Account Billing System (TABS)**

- Exhibit IV spreadsheets for Budget Staff (Options to generate pie charts of revenues earned by each service and to highlight certain users).

.Disposition TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

4. ~~System~~ Documentation

Destroy/delete when ~~superseded~~ or obsolete (GRS 20)