

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-16</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/18/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Finance Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Terence L. Cook	5 TELEPHONE NUMBER 202-616-6328	DATE <i>8/12/09</i>	FOR ARCHIVIST OF THE UNITED STATES <i>Michael J. King</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 <u>1</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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE <i>5/11/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>	TITLE Director, Office of Records Management Policy	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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">Reporting and Analysis Center (RAC)</p> <p>This system is used to produce the DOJ Employment Fact Book which provides statistical data of the Department's employment population.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice: Justice Management Division, Finance Staff: Reporting and Analysis Center (RAC)

1. Inputs

Personnel data is extracted from the National Finance Center (NFC) on an annual basis.

Disposition: TEMPORARY, destroy/delete when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20)

2. Master File

Major data fields include: Name, Occupational Series, Gender, Age, Grade, Race, Years of Service, etc.

Disposition: TEMPORARY, cut off after receipt of following year's data. Delete/destroy after cutoff.

3. Outputs

DOJ Employment Fact Book –provides summary data for the entire Fiscal Year concerning selected characteristics of the Department of Justice workforce. The information contained in the Tables indicating accessions, separations, and turnover provides a useful benchmark against which to measure various aspects of current employment. Tables are provided in three formats: PDF, HTML, and Microsoft EXCEL and posted on the DOJ internal website (DOJNet).

Disposition: TEMPORARY, destroy/delete when 10 years old.

4. System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete. (GRS 20)