

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-21</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/12/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Environment and Natural Resources Division (ENRD)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sue Lattin <i>Sue Lattin</i>	5 TELEPHONE NUMBER 202-616-3335	DATE <i>9-11-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. 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 <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>6/10/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janeta P. ...</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Comprehensive Human Resource Information System II (CHRIS II) SEE ATTACHED		

Department of Justice: Environment and Natural Resources Division, Comprehensive Human Resource Information System II (CHRIS II)

CHRIS II is a supplemental HR desktop application that allows HR staff to track Vacancy Announcements, Selectees, Volunteers and the Background Investigation Progress. It is also used as simplified reporting tools for current and historical employee data.

1. Inputs

Current and historical employee data is imported weekly from download files provide by NFC and JSTARS. All other data is manually entered by HR staff members.

Disposition: TEMPORARY, destroy/delete when data have been entered into the master file or database and verified. (GRS 20)

2. Master File

CHRIS II is used to track employees throughout their tenure at the Department of Justice and to provide historical/analytical employment data. The system includes personal information such as name, address, phone number, social security number, and date of birth as well as employment information such as arrival/departure dates, position, title, grade, background investigation, security clearance, and promotion/pay history.

Disposition: TEMPORARY. Cut off records when employee leaves ENRD, then transfer their data to the historical database for the purposes of responding to inquiries. Destroy/delete 30 years after cut off.

3. Outputs

CHRIS II provides numerous reports on sensitive personnel details to include staffing, annual leave balances, retirement eligibility, performance ratings, service awards, and clearance level. The system can also produce many reports in which the data is at the aggregate level (e.g. number of FTE on board, number of attorney vacancies, etc.)

Disposition: TEMPORARY, destroy/delete when no longer needed. - GRS 20

4. System Documentation

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