

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-060-09-23</i>		
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/6/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Criminal Division				
3 MINOR SUBDIVISION Capital Case Unit (CCU)				
4. NAME OF PERSON WITH WHOM TO CONTACT James S. Russell <i>JSR</i>		5 TELEPHONE NUMBER 202-616-0759	DATE <i>4 Dec 09</i>	ARCHIVIST OF THE UNITED STATES <i>RAJ</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>6/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janette P. [Signature]</i>		TITLE <i>Director/ORMP</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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">CAPITAL CASE APPLICATION</p> <p>The Capital Case Application (CCA), maintained within the Capital Case Unit (CCU) of the Criminal Division, promotes consistency and fairness in the application of the death penalty throughout the United States and ensures that Federal prosecutors in districts throughout the country who are prosecuting capital cases have access to the expertise and resources available through the CCU attorneys and support staff.</p> <p align="center">SEE ATTACHED</p>			

Department of Justice: Criminal Division: Capital Case Application

The CCU is primarily responsible for assisting the Attorney General's Review Committee on Capital Cases (AGRCCC) in its evaluation of capital cases submitted by United States Attorneys to the Department of Justice for review and recommendation to the Attorney General concerning the appropriateness of seeking the death penalty. The CCU conducts a preliminary analysis of all cases in which the United States Attorney charges a defendant with a crime punishable by death and advises the AGRCCC of the factual and legal issues that are relevant to the Committee's recommendation to the Attorney General whether to seek the death penalty.

In addition to providing the expertise and analysis necessary to complete the preliminary capital review process, CCU attorneys provide legal, procedural, and technical assistance to United States Attorneys in capital investigations and prosecutions; develop policies and procedures for Federal capital prosecutions; provide training for Federal capital litigators; draft legal memoranda and pleadings; maintain a resource library on capital issues; and provide assistance in capital trials, appeals, and post-conviction litigation.

- ~~1. Inputs: USAOs submit information to the CCU for entry into the database.~~

~~Disposition: TEMPORARY, destroy/delete after verification of successful entry into the master file. GRS 20~~

2. Master File:

The database contains the federal judicial district number where the case was filed; date received by CCU; case ID number; defendants' names, genders, and races; victims' names, genders, and races; death-eligible charge(s); and the AG's decision, decision date, subsequent decision if any, and date of subsequent decision(s).

~~Disposition: PERMANENT. Transfer to NARA end of year data when 30 years old. after cutoff. cutoff when case is closed - per conversation with Deborah Allen 8/7/09 - PF~~

3. Output: Statistical reports, ad hoc reports, and other standardized reports and queries used to study the death penalty.

- ~~a. Output reports filed in Criminal Division files policy and program files.~~

~~Disposition: Apply appropriate disposition for the policy and program file.~~ File instruction

- ~~b. Adhoc reports and other reports not filed in Division recordkeeping systems (paper or electronic)~~

~~Disposition: Delete when no longer needed for reference or administrative purposes. GRS 20~~

4. System Documentation

Disposition: PERMANENT, transfer to National Archives with Master File. GRS 20