

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-33</i>		
To national archives & records administration 8601 adelphi road college park, md 20740-6001		Date received <i>9/11/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 U S Trustee Program (USTP)				
3 MINOR SUBDIVISION Executive Office of U S Trustees				
4 NAME OF PERSON WITH WHOM TO CONFER Michael F Leamon <i>[Signature]</i>		TELEPHONE NUMBER 202-616-1023	DATE <i>9 NOV 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>9/4/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Debtor Audit System (DAS) The Debtor Audit System (DAS) is a web-based application that houses information about active and completed audits of bankruptcy cases. It is designed to assist the USTP staff with the tasks of selecting and assigning cases for audit, processing invoices, and collecting audit results along with generating reports SEE ATTACHED			

Department of Justice, Executive Office of U.S. Trustees: Debtor Audit System (DAS)

~~1 Inputs~~

~~New case information is entered into the Automated Case Management System (ACMS) by electronic download from the bankruptcy courts. The relevant case data is subsequently uploaded into DAS. In addition, the USTP field staff record the audit results in DAS. EOUST staff will record the payment status.~~

~~Disposition TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in DAS and is no longer needed.~~ *GRS 20, item 2*

2 Master File

DAS stores relevant case information including case number, debtor name, debtor attorney, judge assigned, judicial district, audit type, contractor name (including mailing address and contact information), contractor DUNS and taxpayer ID number, purchase order number, invoice number and status, and audit status and results

Disposition TEMPORARY, cut off when case is closed. Destroy/delete 20 years after cutoff

~~3 Outputs~~

~~DAS has various status reports for staff to track audit assignments, status of audits and status of invoices.~~

~~Disposition TEMPORARY, destroy/delete when no longer needed for business purposes.~~ *GRS 20, items 16, 4, 5*

~~4 System Documentation~~

~~Disposition TEMPORARY, destroy/delete when superseded or obsolete.~~ *GRS 20, item 11(a)(1)*