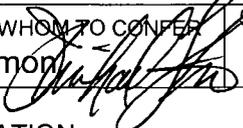| REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER NJ-060-09-33
To national archives & records administration 8601 adelphi road college park, md 20740-6001	Date received 9/11/09

1 FROM (Agency or establishment) Department of Justice	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION U S Trustee Program (USTP)	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Executive Office of U S Trustees		
4 NAME OF PERSON WITH WHOM TO CONFER Michael F Leamon	TELEPHONE NUMBER 202-616-1023	DATE	ARCHIVIST OF THE UNITED STATES

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 _____ 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE 9/4/2009	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)