

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-09-36</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		<b>NOTIFICATION TO AGENCY</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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>		5 TELEPHONE NUMBER 202-616-1023	DATE <i>22 April 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>8/31/2009</i>		SIGNATURE OF AGENCY REPRESENTATIVE <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<b>Automated Case Management System (ACMS)</b>  The Automated Case Management System (ACMS) serves as one of the main information systems supporting the USTP's mission: to provide review and oversight of the bankruptcy system in order to protect against fraud and abuse, and ensure a just and speedy resolution to all matters. ACMS provides the information necessary for the USTP to manage bankruptcy cases filed under chapters 7, 9, 11, 12, 13 and 15 of Title 11 of the United States Bankruptcy Code.  <b>SEE ATTACHED</b>			

**Department of Justice, Executive Office of U.S. Trustees:  
Automated Case Management System (ACMS)**

Automated Case Management System (ACMS) is a legacy system, developed in the mid-1980's, that is being modernized to keep pace with the tracking of over one (1) million new cases per year. ACMS helps the USTP to efficiently review the case administration of bankruptcy cases and trustees, and assists with the USTP civil enforcement efforts.

ACMS is the foundation of the USTP data collections, sharing core case data with other data systems, such as the Significant Accomplishments Reporting System (SARS), Criminal Enforcement Tracking System (CETS), Means Test Review System (MTR), Debtor Audit System (DAS) and the Chapter 11 Quarterly Fee Information and Collection System (FICS). In addition, ACMS receives daily electronic files from 87 U.S. Bankruptcy Court Case Management and Electronic Case Filing (CM/ECF) systems.

~~1. Inputs~~

~~The data is updated daily via the download from the courts with the relevant new case data and transactions for new or existing cases. In addition, USTP field staff manually enters any additional case information not automatically collected through the download process.~~

~~Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in ACMS and is no longer needed.~~

GRS 20/2

2 Master File

ACMS stores relevant case information including case number, debtor name, debtor social security number(s), company EIN, debtor alias names, debtor addresses, and debtor attorney, trustee assigned, judge assigned as well as relevant case status information such as court orders, opinions, hearings, reports, pleadings, appointments, and fees along with associated dispositions.

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

~~3. Outputs~~

~~ACMS has numerous case status reports for staff to track case activity, 341 hearings calendar, trustee assignments, status of cases open/closed, etc. In addition, they look for civil enforcement issues such as inappropriate attorney conduct or serial filers.~~

~~Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes.~~

GRS 20/4,5,6,  
16

~~4. System Documentation~~

~~Disposition: TEMPORARY, destroy/delete when superseded or obsolete.~~

GRS 20/11