

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-060-09-38</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>9/4/09</i>	
2 MAJOR SUB DIVISION Executive Office for United States Attorneys		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of General Counsel		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe, Deputy Chief Operating Officer	5 TELEPHONE 202 616 6876	DATE <i>8/31/09</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 _____ page(s) are not needed now for the business of 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,			
<div style="display: flex; justify-content: space-around;"> is not required is attached, or has been requested </div>			
DATE <i>8/31/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director / OPRMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS GENERAL COUNSEL CASE MANAGEMENT SYSTEM See attached		

EOUSA General Counsel Case Management System

I. Organizational Context:

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide. 28 U.S.C. § 547. By Attorney General Order No. 8-53 (April 6, 1953), the Executive Office for United States Attorneys (EOUSA) was created to "[p]rovide general executive assistance and supervision to the offices of the United States Attorneys." 28 C.F.R. §0.22

The EOUSA's General Counsel's Office (GCO) provides timely and accurate advice and litigation support to management within United States Attorney's Offices (USAO's) and the Executive Office for United States Attorneys (EOUSA) on proposed policies and procedures, disciplinary or adverse actions, performance improvement issues, employee grievances, and any other employment-related issues. Programs related to requests and GCO responses for legal interpretations and opinions relative to laws and regulations on significant issues that are precedential, have a major impact on how EOUSA operates, relate to matters that have received a high level of congressional and/or public inquiries, and/or involve advice to the Department or EOUSA's senior leadership.

GCO also provides guidance and legal advice to all USAO and EOUSA personnel regarding government ethics matters, such as conflicts of interest, recusals, outside activities, and financial disclosure reports, and through the General Counsel, serves as the Deputy Designated Agency Ethics Official for all USAO's and EOUSA; provides legal advice on property damage claims filed by Federal employees; and provides timely and accurate advice and litigation support on procurement and fiscal issues.

II. System Description:

ProLaw is a commercial off-the-shelf integrated software suite that is designed to automate the practice and manage the business of law. OGC uses ProLaw to track, organize and automate case and matter management. OGC tracks 14 areas of law in ProLaw, including: Citizens' mail; Equal Employment Opportunity; Ethics; General Matters; Hearing Officer Matters; Investigations; Management and Employee Relations; Merit Systems Protection Board; Non-Federal Travel; Procurement; Reasonable Accommodation; Recusals; Representation Requests; and the Supervisory Assistant United States Attorney (AUSA) and Senior Litigation Counsel (SLC) Program.

1. SYSTEM INPUTS:

Information on a case or matter and associated events are input into the system through a graphical user interface. Only GCO enters and or updates the data. Generally, the GCO

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EOUSA General Counsel Case Management System

~~attorneys do their own data entry but sometimes they will have paralegals or legal assistants enter the data for them. Documents and emails are also attached to any matter or event. The matters and events are updated by GCO until a resolution is reached.~~

Disposition: **TEMPORARY**, destroy when successfully entered and verified or, if appropriate, filed in a record system controlled by a designated General Record Schedule or this schedule as defined below.

GRS 20,
item 2

2. MASTER FILE:

The database maintains information about all matters that go to the General Counsel's Office including but not limited to contact name, phone number, date matter opened, description, area of law, status, status date, person associated with matter, event dates, notes, associated documents and emails.

Advice and Opinions – Case Files & GCO Attorney Files

GCO responses to requests for legal advice and opinions relating to a variety of issues including; government contracts, appropriations, employment discrimination, human resources, employee relations or discipline, recusals, Federal Tort Claims (FTCA) or property damage claims, Hyde claims, government ethics, or professional responsibility.

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Disposition: TEMPORARY. Cut off closed files at the end of the calendar year. Destroy/delete 7 years after cutoff.

3. OUTPUTS:

~~Any of the information captured about a matter can be viewed and printed. Search screens are used to look up individual matters or to display work load. All data captured can be reported, printed and emailed.~~

Disposition(s): Temporary records are destroyed based the schedule found in Section 2 above.

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item 16

4. SYSTEM DOCUMENTATION:

Disposition: **TEMPORARY**, destroy when superseded or obsolete.

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