

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 <u>NI-060-09-40</u>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <u>9/14/09</u>	
2 MAJOR SUB DIVISION Executive Office for United States Attorneys		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>09/10</u>	ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>
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>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <u>9/14/2009</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	TITLE <u>Director/OPMP</u>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Litigation Technology Service Center (LTSC) Data Systems SEE ATTACHED		

Litigation Technology Service Center Data System

U. S. Department of Justice Executive Office for United States Attorneys

A. Organizational Context

1. Background. 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.

2. Records Custodian. EOUSA's Litigation Technology Service Center (LTSC) is a government owned, contractor operated data processing facility that serves EOUSA and all 94 USAOs. Its services include digitizing paper documents and loading electronic information into databases as needed for litigation, discovery, investigative, and administrative purposes. LTSC jobs are initiated through a Preliminary Work Order (PWO) identifying the requester, job type, and related issues. Tasks associated with accepted projects are then specified in a Litigation Work Plan (LWP). There are two types of LTSC data – job-related and operational – each of which is retained for different periods.

(a) Job Data. After processing, the LTSC either physically returns job data to the appropriate project requesters (e.g., via email, CD/DVD or other portable media, or temporary network share) or hosts the data for them in the LTSC's secure web repository. The LTSC typically ~~deletes~~ ^{archives} processed job data – absent a specific preservation request – either (1) 30 days after transmission of the final email or CD/DVD deliverables to the project requester, or (2) 30 days after the project requester no longer needs access to data hosted in the LTSC's secure web repository.

(b) Operational Data. In addition to processed job data (which is deleted after delivery as noted above), the LTSC also maintains and retains operational records as follows. An electronic project database, known as LAWTICS (i.e., "Litigation Activity Workflow Time and Inventory Control System"), contains data about the nature of each project, including project specifications, contractual performance data, job metrics, and other activities performed during the processing of each project. The LTSC also maintains operational information outside of LAWTICS, such as staff security and personnel information, web access user credentials, employee confidentiality agreements, conflict-of-interest forms, and information regarding compliance with grand jury, tax privacy and other legal/contractual requirements. This data has federal record value that exceeds the life of the LTSC contract term and may be required for subsequent case/investigation-related needs.

- change per agreement of EOUSA records manager. 12/17/09 -AF

B. LTSC Data System Description

1. Inputs.

a. The Preliminary Work Order (PWO) is a form emailed to the LTSC by the USAO/EOUSA project requester, identifying the job type, client agencies, investigatory targets, and related issues, such as whether the project requires the processing of sensitive grand jury or federal tax information, in which case special handling precautions apply. LTSC staff members upload a copy of the PWO and manually transfer certain PWO information into the LTSC's operational database (LAWTICS) used to generate a Litigation Work Plan (LWP) described below.

Disposition: TEMPORARY; delete when successfully entered and verified.

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b. The Litigation Work Plan (LWP) is an auto-generated form emailed by the LTSC to the USAO/EOUSA project requester and developed after analysis of the PWO, which summarizes the specific tasks to be performed. The data contained in the LWP is derived from the project information submitted in the PWO and manually entered into the LTSC's operational database (LAWTICS).

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Disposition: TEMPORARY; destroy/delete after 65 years. Cutoff is September 30 of each year. The LWPs will be stored in either pdf, flat file, or approved database format

2. Master File.

a. LTSC Operational Records in LAWTICS: An electronic project database, known as LAWTICS, contains operational data about the nature of each project, including project specifications, contractual performance data, job metrics, and other activities performed during the processing of each project

Disposition: TEMPORARY; destroy/delete after 65 years. Cutoff is September 30 of each year. LAWTICS reports for each project completed by September 30 shall be stored in either pdf, flat file or approved database format

b. LTSC Operational Records outside LAWTICS: The LTSC also maintains operational information outside of LAWTICS, such as staff security and personnel information, web access user credentials, employee confidentiality agreements, conflict-of-interest forms, and information regarding compliance with grand jury, tax privacy and other legal/contractual requirements

Disposition: TEMPORARY; destroy/delete after 65 years. Cutoff is September 30 of each year. The database shall be stored in either pdf, flat file or approved database format

3. Outputs.

a. Email or CD/DVD Deliverables: If so requested, the LTSC returns processed job data to the USAO/EOUSA project requester via disk (e.g., CD/DVD or other portable media) or via an email link to a temporary network share for downloading on the project requester's office network

Disposition: TEMPORARY. Destroy/delete the LTSC's copy of the deliverables 90 days after return of email or CD/DVD deliverables to the project requester. NOTE: The project requester (not LTSC) is responsible for observing all record retention requirements applicable to any federal records contained in the deliverables

b. Hosted Web-based Deliverables: If so requested, the LTSC hosts processed job data for the USAO/EOUSA project requester on the LTSC's secure web repository until no longer needed

Disposition: Temporary. Destroy/delete the LTSC's copy of the deliverables 90 days after the project requester no longer needs access to data hosted in the LTSC's secure web repository. NOTE: The project requester (not LTSC) is responsible for observing all record retention requirements applicable to any federal records contained in the deliverables

4. System Documentation.

Disposition: TEMPORARY Destroy/delete when superseded or obsolete

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