

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>NI-060-09-41</i>		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>9/21/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Civil Rights Division					
3 MINOR SUBDIVISION					
4 NAME OF PERSON WITH WHOM TO CONFER Gary Wong <i>Gary Wong</i>		5 TELEPHONE NUMBER <i>202-514-4224</i>	DATE <i>14 DEC 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 _____ 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>9/18/2009</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	<p align="center"><b>Submission Tracking and Processing System (STAPS)</b></p> <p>STAPS is used to process and store information needed to review voting changes in an efficient, orderly and effective manner. STAPS provides the Voting section staff quick and easy access to data for submissions that pertain to the Voting Rights Act. The system uses the latest census to evaluate submission changes for states and jurisdictions.</p> <p align="center"><b>SEE ATTACHED</b></p>				

# Department of Justice: Civil Rights Division: Submission Tracking and Processing System (STAPS)

## 1 Inputs

The data is manually entered by the technicians and analysts from the voting section. The information is provided by states and jurisdictions requesting voting changes to be approved by the section.

~~TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in STAPS and is no longer needed~~ *CRS 20-26*

## 2 Master File

Data fields include

- Submission Year (primary key)
- Submission ID (primary key)
- First Out Date
- State
- County
- Sub jurisdiction
- Action Date
- Due Out Date
- Action Description
- Staff Assignment
- Attorney Reviewer
- Change Type
- Census data
- Last action
- State Coverage, etc

*PERMANENT Cut off upon receipt of subsequent census data. Transfer to NARA 10 years after cutoff in accordance with 36 CFR 1228.270, or existing NARA-transfer requirements at the time of transfer.*

## 3 Outputs

Adhoc reports

Disposition ~~TEMPORARY, destroy/delete when superseded or obsolete~~

*CRS 20.5*

## 4 System Documentation

~~PERMANENT Transfer to NARA with the master file~~ *CRS 20-11*