

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-57</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Tax Division			
MINOR			
4 NAME OF PERSON WITH WHOM TO CONFER Rhonda E Royal	5 TELEPHONE NUMBER 202-616-1324	DATE <i>10 Jan 11</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>9/29/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Platte</i>		TITLE Director, ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Human Resources Information System (HRS) The Human Resources Information System (HRS) is a system that has automated the process of workload management and the reporting capabilities of the administrative and management staff of the Tax Division. The HRS is a consolidation of disparate pieces of facility, organizational, training, and employee related data. This information is stored in a secure, organized and easily accessible manner, which enhances the ability to perform critical administrative functions within the Tax Division, Office of Management and Administration. The HRS primarily supports the creation and efficient management of group and individual workloads. It provides for the tracking of several activities, including maintaining employee, contractor, detailee, and volunteer information, managing applicants, managing facility operations, training, monitoring employee relations, monitoring contracts, and contractor management, and maintaining security clearances. Additionally, the system facilitates management decisions by supplying the capability to generate various management reports, and ad hoc queries. SEE ATTACHED		

Department of Justice, Tax Division Human Resources Information System (HRS)

1 Inputs

~~Data entry documents used as human resources input or source records designated and used solely to create, update, or modify the records in the Human Resources Information System~~

~~Disposition~~ GRS 20, item 4

2 Masterfile

Non-Public Use Version Examples of data elements may include: employee identification number, employee name; social security number, home address, home telephone number, employee type, employment status, employee birthday, life insurance code, life insurance date, medical insurance code, medical insurance date, education level, job series, job title, pay plan, step, salary, EOD date, leave hours, sick hours, departure date, education level, college major, college completion date, college credits, college address, emergency contact name, emergency contact address, doctor name, doctor address, doctor telephone number, award name, award category, award nominated date, award selected date, award time off begin date, award time off end date, award funding year, position number, position status, position, organization structure code, position section, position bargain unit status, position duty station, position sensitivity, position pay plan, position job series, position grade, security id, security activity date, security schedule date, security status, training class id, training description, training course type, training duty hours, training payment type, asset id, asset type, asset assigned date, asset returned date, asset status, facility request id, facility request type, facility request date, facility effective date and facility request completion date

Disposition TEMPORARY Destroy/delete 30 years after individual becomes inactive or 30 years after close of event

3 Outputs

~~Various management reports and ad hoc queries Reports include printed, on line display, and posted internal web based display reports containing detailed lists or summary statistical information concerning such things as employee, contractor, and volunteer hiring, facility operations and training~~

~~Disposition~~ GRS 20, items 4, 5, & 16

4 System Documentation

~~System administrator documentation, user manuals, policy and procedures~~

~~Disposition~~ GRS 20, item 11 (a) (1)