

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-63</i>	
To: national archives & records administration 8601 adelphi road college park, md 20740-6001		Date received <i>9/25/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 U.S. Trustee Program			
3 MINOR SUBDIVISION Executive Office of U.S. Trustees			
4. NAME OF PERSON WITH WHOM TO CONFER Michael F. Leamon <i>Michael F. Leamon</i>	5 TELEPHONE NUMBER 202-616-1023	DATE <i>4/15/2010</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/25/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Means Test Review Management System (MTR) Means Test Review Management System (MTR) was developed to support the U.S. Trustee Program's review of the new bankruptcy "means test" forms required under BAPCPA 2005. As of October 17, 2005, most individual debtors filing for bankruptcy relief are required to complete the Official Bankruptcy Form 22, Statement of Current Monthly Income and Calculations. SEE ATTACHED		

Department of Justice: Means Test Review Management System (MTR)

The MTR System tracks the filing of all Chapter 7 cases, and facilitates the review of the means test forms data to verify the results. In addition, the MTR System tracks 341 dates and associated due dates for required UST Presumption of Abuse Statements and related motions.

1 Inputs

Data is received via the Program's daily download from the courts with the relevant new case data, current 341 meeting dates, new/updated forms (provided in PDF format), and any relevant UST statements/motions filed with the court. In addition, USTP field staff manually enters the case review status, median income status, case notes and close relevant case reviews in the MTR System

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

QRS 20.25

2. Master File

One record is created for each Chapter 7 bankruptcy case received. Cases are reviewed by field staff and a final determination is input into the system along with any associated case notes and filings with the court pertaining to the means test review.

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

3. Outputs

MTR has various reports that provide the status of means test review, track court deadlines pertaining to means test review, and provide statistical data analysis

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

QRS 20.5

4. System Documentation

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

QRS 20 11