

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-71</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 U.S. Trustee Program (USTP)			
3 MINOR SUBDIVISION Executive Office of U.S. Trustees			
4. NAME OF PERSON WITH WHOM TO CONFERENCE Michael F. Leamon <i>[Signature]</i>	5 TELEPHONE NUMBER 202-616-1023	DATE <i>3 Sept 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>9/28/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Professional Timekeeping System (PTS) Professional Timekeeping System (PTS) - The Program tracks various defined categories of professionals and support staff time. Certain positions within the Program report time spent on certain activities. This allows the Program to correlate time expended against program goals and priorities. SEE ATTACHED		

Department of Justice, Executive Office of U.S. Trustees: Professional Timekeeping System (PTS)

1. Inputs

The data is updated daily or weekly by identified Program staff. These individuals input their time spent on the defined categories.

Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in system and is no longer needed for business purposes. GRS 20

2 Master File

The Program tracks various defined categories of professionals and support staff time.

Disposition: TEMPORARY, Destroy/delete 20 years after date of entry.

3. Outputs

Data from PTS is correlated against Program actions recorded in other systems for management review. Managers review data to monitor resource issues.

Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes. GRS 20

4 System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete. GRS 20